

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**



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PACIFIC AIR FORCES COMMAND

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Flying Operations

AVIATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement is governed by AFD 11-4, AVIATION SERVICE, and applies to all United States Air Force (USAF) flying personnel in the United States Pacific Command (USPACOM), except those under flight management of another major command (MAJCOM). It also applies to all USAF flying personnel of other MAJCOMs who have been placed under the operational control (OPCON) of either USPACOM or the Pacific Air Force (PACAF). In addition, this supplement applies to all non-USAF aircrew members assigned or attached to PACAF units. This publication does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC) and their units. This supplement is affected by the Privacy Act of 1974. The flight management records required to be managed by this publication are covered by system F060 AF A, Aviation Resource Management System (ARMS). The authority for maintenance of the system is Title 10 United States Code, Section 8013, 37 U.S.C. 301a, Public Law 92-204, P. L. 93-5704, and P. L. 93-294.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This supplement contains significant revisions. It has been completely re-written to conform to the format of a revised basic directive. Review all sections thoroughly and carefully.

AFI 11-401, 12 June 2003, is supplemented as follows:

1.3. The Chief, Air Operations Division (HQ PACAF/DOT) has the responsibility for administering the provisions of this basic instruction within PACAF, and publishing the PACAF supplement.

1.3.3. Staff revalidation requests to arrive at PACAF/DOT NLT 30 Oct of each year.

1.4.1.5. The Chief of the Host Aviation Resource Management office (CHARM) will brief commanders on the appropriate provisions of AFI 11-402 within 3 days of being notified.

1.4.1.7.1. (Added) Commanders should coordinate closely with the servicing Host Aviation Resource Management (HARM) Chief, explore all options and be fully briefed on all ramifications prior to selecting a course of action concerning any rated aircrew member or career enlisted aviator (CEA) who will exceed the 180-day limit for FSC "S" (except members in DNIF status). Commanders will provide justification to the HARM office at the 150-day point explaining why the incumbent will remain in "S" status beyond 180 days. The HARM office will forward this request for extension, complete with full justification, to PACAF/DOT prior to the expiration of the 180-day limit.

1.4.1.7.2. (Added) When an API 1 or 2 flyer has been specifically assigned ASC 1/2S (or 1/2K) for more than 180 days (except members in DNIF status), the OG/CC or WG/CC must consider removing the member from occupying an active rated flying position. If member is in a 1/2S status, for whatever reason, or if resources are not available at their location (1/2K), the member is not performing and removal must be considered. Otherwise aircrew members that can perform the mission should be utilized in that active flying position or the position must be made inactive. A final determination must be made by the OG/CC or WG/CC for members in either situation. Forward recommendations to HQ PACAF/DOT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426, not later than the 10th calendar day following the end of the 180-day period. HQ PACAF Aviation resource Management will staff these recommendations to the MAJCOM DO for evaluation and determination as to the validity of converting or retaining the position.

1.4.1.7.3. (Added) Without an approved extension, the unit OG/CC must recommend flying evaluation board (FEB) action to the wing commander or equivalent for individuals who have been in FSC "S" for more than 180 days (except members in DNIF status). If FEB action is not recommended, the unit OG/CC will notify HQ PACAF/DOT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426, and provide supporting documentation as to why the individual should not meet an FEB under the provisions of AFI 11-402, paragraph 4.3.5. Do not use FSC "S" in lieu of an appropriate aviation service code.

1.4.1.8.1. (Added) FSC "K" letters of explanation and annual re-validation requests will be submitted for staffing to the PACAF Aviation Resource Management Branch (HQ PACAF/DOTT) by the servicing HARM office.

1.4.2.1. Both PACAF and AF/XOOT, the Air Force OPR for aircrew management, recognize double billeting in excess of 90 days may sometimes be inevitable due to the current critical manning of certain aircrew specialties. Accordingly, waivers to this provision will be considered on a case-by-case basis with full and complete justification. If double billeting in excess of 90-days is anticipated and required, ensure waiver requests are submitted in time to be processed prior to reaching the 90-day limit. Submit waiver through PACAF/DOT to AF/XOOT. Without an approved waiver in place, the commander must remove the second occupant of any aircrew position prior to exceeding the 90-day limit.

1.4.2.1.1. For PACAF, active flying of both incumbents of a staff flying position beyond 30 days may occasionally become necessary due to current critical manning of certain aircrew specialties. Waivers to this provision will only be considered on a case-by-case basis, and with full and complete justification. Submit waiver through PACAF/DOT to AF/XOOT. Without an approved waiver in place, only the primary incumbent will be allowed to actively fly past 30 days, and the provisions of the basic directive apply. Failure to identify a designated primary incumbent will result in the HARM assigning that designation to the individual with the greatest retainability, and rendering the remaining individual inactive at the 30-day point.

1.4.2.1.2. (Added) Rated individuals of one aircrew specialty will not be placed into an aircrew billet of a different specialty (e.g. 12XXX into an 11XXX billet). Commanders may double-billet in a billet of the desired aircrew specialty and consider applying for a dual-billeting waiver as in paragraph 1.4.2.1.1. above.

1.4.2.2.1. Failure to identify a designated primary incumbent will result in the HARM assigning that designation to the individual with the greatest retainability, and rendering the remaining individual(s) inactive.

1.5.3. In most instances, PACAF aircrew members will be required to hand carry their FRFs to their next duty location. Individuals at geographically separated locations will FAX one copy of AF Form 899, **Request for Authorization for Permanent Change of Station – Military**, to the servicing HARM. Upon notification of impending PCS, the HARM will forward the individual FRF to the gaining location via US First Class Mail. Aircrew members should ensure PCS notification arrives at the servicing HARM long enough after their last flight to allow for final update of flight management data, but prior to actual departure.

1.5.5. Upon arriving in PACAF, aircrew members assigned at geographically separated units will arrange to have their FRFs sent, via U. S. Postal Service, to the appropriate servicing HARM within 10 days. Individuals (both active and inactive) will turn in their FRFs to one of the authorized HARMs in paragraph 3.1.2.1.1.2. (Added) of this supplement. Co-located members will accomplish an in-coming FRF review within 30 days after arrival. Geographically separated individuals who will be actively flying, will accomplish an initial or in-coming FRF review upon their first trip to their attached unit where the HARM is located. Geographically separated individuals who will not be actively flying, will accomplish an initial or in-coming FRF review by mail. The gaining HARM will mail the appropriate records review products to in-active aviators NLT 30 days after their arrival in theater. The individual will be responsible to review these products, sign where appropriate, and return the signed copy within 10 days of receipt.

1.5.6.1. (Added) Upon arriving PCS at any new duty station, active flyers *must* report to, and be cleared by a flight surgeon prior to engaging in initial flight activities. Prior to the HARM receiving the AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty** for the initial medical clearance at the gaining location, active crewmembers will be placed in DNIF status, and will not be eligible to fly. DNIF status will be effective the day the individual arrives at the gaining location, and will be removed upon receipt of the AF Form 1042 certifying initial medical clearance has been granted.

1.5.9.1. Inactive individuals anticipating either temporary or permanent assignment to flying duties are required to obtain a FAC 6 waiver in order to requalify or fly while still in an inactive billet. Contact the HARM at least 30 days prior to departure to receive assistance in processing the waiver request.

1.6.1.1. (Added) During time of war, commanders must obtain OG/CC waiver prior to scheduling aircrew members to perform flight duties while assigned to Duty Not Involving Flying (DNIF) status. Submit waiver requests in accordance with the provisions of paragraph 1.7 of the basic directive.

1.6.2.4. (Added) During time of peace, do not direct aircrew members to perform flight duties while in DNIF status. Waivers will be requested through the local Flight Surgeon's office to the appropriate medical authority.

1.6.3. (Added) In order to log flying time/jump activity and qualify for incentive pay, individuals must meet the following conditions: Be assigned to a valid flying/jump position on a Unit Manning Document (UMD) which requires them to perform specific in-flight/jump duties; have passed the appropriate flying physical and physiological training for that aircraft and duty position; successfully meet the minimum

training requirements to be considered qualified in that particular aircraft, or to jump. In addition, for flying, the aircrew position identifier must be an authorized crew component for that particular aircraft in that particular MAJCOM of assignment as specified IAW 65-503, *US Air Force Cost and Planning Factors*, Attachment A36- 1, *Authorized Aircrew Composition – Active Forces*.

1.7.1. PACAF/CC will authorize waivers for combat or national emergency missions. Submit requests through NAF channels to the MAJCOM for action. If the situation is time critical, telephone waivers are authorized, followed by a message request and waiver. HQ PACAF/SG will authorize waivers for medical personnel assigned to aeromedical evacuation units. Waiver of any requirements of the basic instruction, or of this supplement, due to combat mission or national emergency will not automatically entitle an individual to be eligible for Aviation Career Incentive Pay (ACIP), Career Enlisted Flying Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP). The provisions of paragraph 1.6.3. (Added) must still be met to qualify for incentive pay. In lieu of compliance with these requirements, an approved waiver must be obtained from the appropriate waiver authority, prior to entitlement being authorized to any incentive pay.

1.7.2. In PACAF, send waiver requests to HQ PACAF/DOT for staffing.

1.8.1. For all PACAF units, use the AF Form 4327, **ARMS Fighter Flight Authorization** or AF Form 4327a, **Crew Flight (FA) Authorization**, or a computer-generated (TBMCS, TASMS, CASS, GDSS II, etc.) equivalent. For airlift aircraft, flight authorizations generated by GDSS II, with or without reverse print are acceptable. Flight Authorizations generated by these automated systems must contain all the required information contained on the actual Air Force form. These forms/formats will be used for all missions including those flown in the local area. Number all flight authorizations consecutively starting each fiscal year and maintain the numbers in a flight authorization number log. Maintain these forms according to AFMAN 37-139, *Records Disposition Schedule*, Table 13.10.

1.8.1.2. (Added) The aircraft commander is responsible for the safe conduct of the mission to include en route crew rest. In multi-place aircraft the aircraft commander will be in a seat with a set of controls for all takeoffs and landings. Only one person will be in command at a time. Notify all members of the crew and deliver a complete aircrew briefing when a change of command occurs.

1.8.1.2.1. (Added) For missions that are authorized two complete crews, an aircraft commander will be in command of each crew. Designate one as the operating crew and the other as the deadhead crew for specific route segments or to the mission turnaround point. Prepare a separate flight order and designate the operating segments for each crew.

1.8.1.2.2. (Added) More than one additional pilot may be placed in command on a designated training mission only when a requirement exists (e.g., two instructor pilot (IP) evaluations; an aircraft commander tactical and a copilot qualification evaluation, etc.). Unit commanders will establish local procedures for changing command in these situations.

1.8.1.3. (Added) Airlift/tanker aircraft authorizing MEGP or ACMs do so according to DOD 4515.13-R, **Air Transportability Eligibility** and **Attachment 6 (Added)** of this instruction. See **Attachment 6 (Added)** for definition and explanation of MEGP and ACM. Submit requests for changes or additions to these positions to HQ PACAF/DOTT, 25 E ST, SUITE I-232, HICKAM AFB, HI 96853-5426.

NOTE: MEGP personnel do not require a flight physical or physiological training. To be on the aircraft unsupervised however, they must be provided with the appropriate Life Support equipment and training, have attended aircraft specific emergency egress training, and be in communication with the aircrew.

1.8.4. (Added) Do not designate personnel in leave status on any flight authorization or to perform air-crew/jump duties.

1.9.4.7. See [Attachment 5 \(Added\)](#). of this supplement for PACAF Orientation Flight Guidelines.

1.9.4.7.1.4. See [Attachment 5 \(Added\)](#). of this supplement for PACAF Spouse Orientation Flight Guidelines.

1.9.4.7.1.4.5. See [Attachment 5 \(Added\)](#). of this supplement for PACAF spouse taxi-ride program guidelines.

Table 1.1. Orientation/Public Affairs Flight Approval Authorities (by Type of Flight).

Line	Type of Flight	Passenger	Authority
8			PACAF delegates to NAF/CC
13			PACAF delegates to WG/CC, or equivalent, owning the aircraft (except in the case of Note 3 of the basic instruction)
14			PACAF delegates to WG/CC, or equivalent, owning the aircraft (except in the case of Note 3 of the basic instruction)
15			PACAF delegates to WG/CC, or equivalent, owning the aircraft (except in the case of Note 3 of the basic instruction)
16			PACAF delegates to WG/CC, or equivalent, owning the aircraft (except in the case of Note 3 of the basic instruction)
17		Civilian employees of DoD contractors (see Note 11)	PACAF delegates to WG/CC, or equivalent, owning the aircraft (except in the case of Note 3 of the basic instruction)
18		USAF active-duty and ARC military members	PACAF delegates to WG/CC, or equivalent, owning the aircraft (except in the case of Note 3 of the basic instruction)
19		(Cargo/Transport-series A/C only)	Remains at the PACAF/DO level per COMPACAF
22			(Added PACAF) See AFI 35-101
23			(Added PACAF) See AFI 35-101
24		Accredited Media Photo-journalists	(See PACAF Note 20 (Added))

NOTE: 11. MEPG status may be appropriate in certain instances.

NOTE: 19. No other military members are authorized to take part in any orientation/familiarization ride while on leave/permissive TDY, except under the provisions of this note.

NOTE: 20.(Added). Screening and accreditation of Media Photojournalists prior to flight is the responsibility of the appropriate level Public Affairs (PA) office. That PA office (Wing, NAF, or MAJCOM) will

INFO COMPACAF and the PACAF/DO at least 48 hours prior to any accredited Media Photojournalist flights.

CAUTION: During contingency operations, or in any designated combat or imminent danger zone, orientation flights may only be flown if the mission aircraft continuously remains outside of hostile airspace. Conduct all flights in this category to prevent exposure to any unnecessary risk, or inadvertently authorize entitlement to hostile fire or imminent danger pay. These restrictions apply to all categories of orientation flights. (Exception: Under certain circumstances, Public Affairs (PA) has authority to fly within a hostile fire zone. Consult with applicable PA OPR for details.) Furthermore, unit *incentive* flights may only be flown on designated local training sorties (Mission Symbol T3x or PxT).

1.10.1.1. PACAF OG/CCs may authorize, on a case-by-case basis, USAF aircrew members from another MAJCOM or NAF to perform in-flight duties, provided aircrew members are qualified and current or under direct supervision of an instructor.

1.10.1.1.1. (Added) Prior to being allowed to log “Other” time in an aircraft they are not qualified in, a letter of justification for such flight, signed by the unit commander, must be on file in the individual’s FRF. Without full and complete justification, retroactive letters will result in time being allowed only from the date of the letter forward.

1.10.1.2. In PACAF, supervisors must ensure that the number of non-rated crewmembers on active status is the minimum necessary to complete the unit's mission and does not exceed authorized aircrew manning positions (“X” prefix UMD billets). Flying solely for the purpose of accumulating time to qualify for incentive pay or hazardous duty pay is prohibited. When these personnel are no longer required to fly to accomplish the unit's mission, their aeronautical orders will be terminated IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

1.10.1.3. In PACAF, limit the number of operational support flyers, and other non-rated members, to the minimum necessary to complete the unit's mission. Flying solely for the purpose of accumulating time to qualify for hazardous duty pay is not authorized. Operational Support Flyers must be placed on aeronautical orders and have man-years available in order to both fly and be paid for those flying duties. These flyers will be assigned FSC “C”.

1.10.1.5.1. (Added) US Government civilian employees will meet the same proficiency, currency, and medical standards as military members in like positions. Flying must be specified in the member’s current duty position description (PD) or AF Core Document (CD). US Government civilian employee flying time will not be entered in ARMS.

1.10.1.8. In PACAF, individuals in this category are authorized to participate in any normal training mission provided they have a current flight physical and physiological training. Individuals are further required to complete applicable life support/egress training before flight. All personnel in this category will be entered on the flight authorization using Flight Authorization Duty Code of XA (other aircrew). They are not in an orientation flight category. SARM offices are responsible for ensuring participants possess aeronautical orders, a current physical, and physiological training prior to participating in flight.

1.10.1.9. (Added) Qualified members performing duties as observer aircrew members must not occupy a pilot’s seat if other seats are available. Rated USAF observers must utilize an observer flight duty authorization code (i.e., XP, XN, XW, XE, etc.) if in the grade of lieutenant colonel and below, or senior observer flight duty authorization code (i.e., OP, ON, OW, OE, etc.) if in the grade of colonel and above. Pilot qualified individuals will not act as pilot in command nor will they log “Primary” time. All rated individuals not possessing current AF Form 8, **Certification of Aircrew Qualification**, qualification in a

given aircraft MDS will log “OTHER” time and such flights will not qualify for OFDA credit. For all aircrew members other than senior observers, a letter of justification for such flight, signed by the unit commander, must be on file in the individual’s FRF prior to being allowed to log “Other” time in an aircraft the observer is not qualified in. Flights performed prior to the acquisition of said letter will not be entered into the ARMS database.

1.10.1.10. (Added) General officers may fly in one of three distinct categories: (1) General Officer Operational Flying positions, (2) Indoctrination Flying positions, and (3) Nonrated positions. General officers in the first category maintain a qualification per AFI 11-202, Vol 1. General officers in the second category will not maintain aircraft qualification. Flying under indoctrination status is covered in AFI 11-401, para. 2.16. Incumbents will use “OP” or “ON” for their flight authorization duty code. General officers in the third category do so under the provisions of specific CONOPS, ATOs, or MFR signed by competent authority. IAW the appropriate source documentation, the HARM will place these GOs on AOs authorizing them frequent and regular flight as non-rated non-aircrew. These individuals will use a Flight Duty Authorization Code of “FZ,” log “Primary” time, and may be authorized entitlement to HDIP.

1.10.1.11. (Added) Inspection Division (HQ PACAF/IGI) team members who are approved by HQ PACAF/DO may fly as observers in designated PACAF aircraft while evaluating. These approvals will be renewed each August. HQ PACAF/IGI will submit original and renewal requests to Operations and Training Division (HQ PACAF/DOT) with the following information: Name, Rank, Social Security Number (SSN), Aeronautical Rating, API, Primary Aircraft, and aircraft requested to observe.

1.10.2. HQ PACAF/DO is approval authority for family members performing airborne duty on the same aircraft for a given mission. Forward requests through command channels to PACAF/DOTT. The guidance contained in AFI 24-101, paragraph 2.8 governs flights by designated General Officers with their spouses on-board the aircraft.

1.11.1. While performing official duties during joint exercises, PACAF aircrew members are authorized to participate in orientation flights in aircraft belonging to the host nation. Commanders should insure a valid requirement exists, participation in such flights is in the best interest of the Air Force, and authorization does not imply reciprocal flights in PACAF aircraft. Approval for such flights is delegated to the wing commander of the individual receiving the flight, with the concurrence of the commander of the unit offering the flight.

1.12.2.2. The PACAF Mission Essential Ground Personnel (MEGP) program is outlined in [Attachment 6 \(Added\)](#) of this supplement.

1.17. (Added) **Subsequent Supplements.** PACAF flying units may supplement this instruction. Send a copy of each supplement to HQ PACAF/DOTT for coordination and approval prior to issue.

2.6.4.5.1. (Added) The HARM will notify the aircrew member’s unit commander in writing anytime an individual is initially placed in FSC “S.” A memo will be attached to a copy of the AO (the individual’s and the commander’s) assigning FSC “S,” which fully explains the reason for the “S” designation, and the ramifications to the individual. The memo will also outline the unit’s responsibilities under current Air Force guidance.

2.6.4.5.2. (Added) The HARM will further notify the operations group commander (OG/CC), in writing, of individuals who have remained in FSC “S” for three months or more (except members in DNIF status). The HARM must establish procedures enabling them to continue to monitor these individuals closely for possible follow-up action, to include subsequent notification to commanders if required. HARMS must also notify the individual’s unit commander and OG/CC, when continuation in “S” status approaches the

150-day point. Said notification will allow the commander sufficient opportunity to meet the requirements of paragraphs **1.4.1.7.1. (Added)** and 2.6.4.5.4 of this supplement, as appropriate.

2.7.3. In PACAF, rated officers who missed their second or third flying gate may be eligible to apply for an OFDA credit waiver. The officer must have accumulated at least 72 months of OFDA credit, have served in a critical acquisitions billet which prevented the completion of their second or third gate, and must not have accepted the acquisition bonus.

2.7.9. In PACAF, forward request for operational flying duty accumulation (OFDA) waivers to HQ PACAF/DOTT, 25 E. ST SUITE I-232, HICKAM AFB, HI 96853-5426, prior to the loss of flight pay.

2.7.9.2. In PACAF, to allow for sufficient processing time, submit waiver requests to the local HARM not later than 6 months prior to the month in which the member meets the gate he or she is expected to fail. Late submissions will still be entertained; however HARMs must brief the member of the distinct possibility of an interruption of flight pay.

2.10.1.1. (Added) Pilot Physicians who desire to fly primarily as a pilot must do so under the provisions of AFI 11-405, *The Pilot-Physician Program*, and AFMAN 36-2105, *Officer Classification*. IAW those directives, certain pilot-physician positions may be designated for primary pilot duties, but only when said application has been reviewed and approved by USAF/SG and the PACAF/SGG. Coordination is also required with the command's rated manager at PACAF/DOTT.

2.10.2.1. (Added) Flight Surgeon qualified individuals not currently assigned to active API 5 billets may occasionally fly on a non-interference basis. Flight Surgeons flying in this category may only log "Other" time, and a statement referencing "Flight Surgeon Flying in Non-Interference Status" must be included in the remarks block of the AFTO Form 781.

2.10.4. (Added) Aside from their primarily assigned aircraft, active flight surgeons are encouraged to fly in every assigned USAF aircraft for which they may potentially see aircrew as patients. Prior to flying in additional aircraft however, they must accomplish requisite familiarization and ground training to ensure safety while performing flying related duties. Beside the basic requirement for a flight physical and current altitude chamber qualification, flight surgeons must accomplish at a minimum, emergency ground egress training, ejection seat/hanging harness training (where applicable), life support training particular to the aircraft, and a closed book exam for each aircraft in which they desire to fly and log time. Refer to AFI 11-301, Vol 1, Life Support Program, for minimum training requirements.

2.10.4.1. (Added) Flight Surgeons flying in other than their primary aircraft must accomplish emergency egress training within 72 hours prior to flight. For fighter aircraft only, ejection seat egress training will also include: rudder adjustment, leg position, crew coordination, and side stick interference (F-16).

2.10.4.1.1. (Added) F-16 side stick interference videotape will be viewed as part of egress training. Egress training will not be counted as complete until the tape is viewed.

2.10.4.1.2. (Added) Rear cockpit orientation (F-15/F-16 only). All rear seat occupants will receive this training prior to their first flight in the aircraft. Training will review, as a minimum, the items listed in paragraph **2.10.4.1. (Added)** above, and will be accomplished by the pilot in command.

2.10.4.2. (Added) Flight Surgeons flying in other than their primary aircraft must present proof of requisite ground training qualification, usually in the form of ARMS data products, to squadron operations (SARM) prior to flight.

2.10.5. (Added) ARMS training managers (OSS or equivalent) will add an aircraft specific ARMS Event ID to each Flight Surgeon training profile by adding a 5th character to the basic Event ID for each separate MDS flown by Flight Surgeons. Refer to the Attachment 2, **Table A2.5.(Added)**, for the applicable Event ID for each MDS. Each MDS-specific sortie ID will have a 60-day currency, and be set up to dual credit the basic sortie event. This will allow SARMS to individually track currency on both total sorties, and each MDS specific sortie. Submit requests for additional ARMS Event ID to HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426.

2.10.6. (Added) The HARM is required to submit a letter to PACAF/SGG, with an info copy to PACAF/DOTT, each time an active flight surgeon exceeds the 60-day flight currency. Flight surgeons exceeding their 60-day flight currency will be required to re-accomplish their closed book exams in all aircraft they desire to fly in. Failure to accomplish the closed book exam in any particular aircraft will result in a Go/No-Go violation, and refusal to be allowed to fly. HARM/SARM offices will develop local procedures to track this requirement.

2.10.6.1. (Added) For flight surgeons remaining non-current for more than 30 days, the HARM will submit a follow-up notification, at the end of each month, to the original addressees as well as the individual's unit commander, OG/CC and MG/CC.

2.12.2. The HARM office may elect to maintain operational support (FSC "C") FRFs after an individual is assigned ASC 06, if there is a reasonable expectation the individual will be placed on status again. The HARM must brief the individual to pick up the FRF prior to departing PCS. If the individual departs PCS, retires, or separates, etc., without picking up their FRF, use AFMAN 37-139 to determine appropriate disposition. Establish local procedures to ensure prompt notification of departing/removed operational support personnel.

2.12.2.1. (Added) Should the HARM elect to relinquish the FRF to the individual, they must advise the individual to maintain the FRF for possible future use. Said maintenance prevents the need to re-construct the FRF should the member ever return to Operational Support Status.

2.12.4. In PACAF, the flying category "other non-rated member" is not to be used for the convenience of transporting individuals TDY or as a substitute for the orientation flight program. Other non-rated members must have duties that will affect either the safety or mission of the scheduled flight. Units will determine their own administrative procedures to place "other non-rated members" on aeronautical orders. Individuals not meeting the criteria above will not be placed on aeronautical orders, and will normally be processed under the Mission Essential Ground Personnel (MEGP) program. Procedures for manifesting MEGP are listed in **Attachment 6 (Added)** of this supplement.

2.12.4.1. (Added) In PACAF, Non-Interference Flying will be used for established categories of individuals only. These groups must submit a plan outlining their need to be on the aircraft, complete with objectives and expectations. Submit your proposed plan to HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426 for approval, prior to requesting non-interference AOs.

2.14.3.4. (Added) Submit all Authorization Change Requests (ACRs) for API 3, 4, 6 and 8 positions to Manpower and Organization Division (HQ PACAF/XPM), 25 E. ST SUITE F-214, HICKAM AFB, HI 96853, and coordinate through HQ PACAF/DOT and appropriate NAF for review. These ACRs must be accompanied by an AF Form 480, *Aircrew AFSC/Active Flying Justification*, and fully justifying rated expertise in supervisory positions. Base active (API 6/8) or inactive (API 3/4) flying status solely on job requirements, not on individual needs or aircraft support capability.

2.14.3.5. (Added) Crew members of an unlike specialty hired to temporarily fill a vacant staff billet (i.e. API 6 or 8 Navigator hired to fill an API 6 or 8 Pilot position) will not be assigned flying duties until appropriate waivers are obtained from USAF/XOOT. Submit waiver requests, complete with full explanation/justification to HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426. PACAF/DOTT will staff the request and forward recommended requests to AF/XOOT for approval.

2.15. PACAF HARMs will review all API 6, 8, B, and D flyers in inactive status due to lack of support (FSC "K") every six months. The HARM will audit the Unit Manpower Document, or other source document to verify these positions. Forward the names of inactive API 6, 8, B, and D incumbents to HQ PACAF/DOTT, 25 E. ST SUITE I-232, HICKAM AFB, HI 96853-5426 to be considered for conversion to API 3, 4, C, or E positions in accordance with the basic instruction.

2.16.1. In PACAF, due to limited crewmember training opportunities and flying hours, it is essential for commanders to personally review each request to ensure it is in the best interest of the command. Forward requests for indoctrination flying, with supporting rationale, through appropriate channels. PACAF units submit request to HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426, through the NAF/DO. PACOM units submit requests to HQ PACAF/DO, through HQ USPACOM/J3. Incumbents of indoctrination flying positions not within PACAF or those above NAF level request indoctrination support through the appropriate NAF/DO. Individuals at NAF level may fly in other than NAF assigned aircraft with the concurrence of the NAF commander concerned. Individuals at wing level will fly in wing assigned aircraft only (HQ PACAF/DO may approve exceptions on a case-by-case basis). Requests will be forwarded through channels to arrive at HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426, at least 30 days prior to first flight. The HARM will not assign FSC "T" to an inactive flyer without written approval from PACAF/DO.

2.16.1.1. (Added) Incumbents of the following positions, if rated officers, are authorized indoctrination flying: HQ PACAF/IG/IGI/IGO, HQ PACAF/XP, HQ PACAF/ADO, PACAF AMOCC/CC, ANG & AFRC advisors to PACAF/CC, 8 OSS/EWO, 18 OSS/EWO, 35 OSS/EWO, 51 OSS/EWO, 351 OSS/EWO. Incumbents will be identified with flying status code (FSC) "T".

2.16.1.2. (Added) General officers in indoctrination status performing duties as airborne emergency action officers (AEAO), will not have AEAO sorties counted against their 24-mission indoctrination limit.

2.16.3.1. (Added) General Officer indoctrination fliers may occupy the front/left cockpit seat as long as a fully qualified IP occupies the rear/right cockpit seat. All other indoctrination fliers will occupy the rear/right cockpit seat.

NOTE: If indoctrination flying is accomplished with passengers on-board the aircraft, the individual will **not** occupy a pilot's seat but will use the jump seat or crew bunk seating as applicable. This restriction applies to all indoctrination flyers.

2.16.3.2. (Added) Prior to flight, all indoctrination fliers will complete orientation flight life support training according to AFI 11-301, Vol 1., PACAF Sup 1, *Life Support Program*, and cockpit familiarization training. General Officers who will fly an indoctrination flight in a pilot position must accomplish a Bold Face/Critical Action Procedures (CAP) test (if applicable) and situational emergency procedures training (SEPT) with an instructor pilot as established in the applicable training directives. A cockpit procedural trainer or in-cockpit review session may be substituted for the simulator. This training is valid for 30 days.

2.17. In PACAF, the host wing OG/CC will appoint, in writing, the wing Aviation Resource Management (ARM) Functional Manager (FM), and Chief, Host Aviation Resource Management, or CHARM, IAW the basic directive, this supplement, and AFI 11-421. This individual will normally, but not always, be the ranking ARM or 1C0X2 on the base. When making this appointment, the deciding factor will be based on experience and qualification (possession of a mandatory SEI 066), not rank alone. These two functions may be appointed separately but will normally be held by the same person. In the capacity of wing/base ARM FM, the incumbent works at the discretion of the OG/CC concerning overall management of the Group ARM cadre. The ARM FM manages all ARM assets throughout the Group and provides 2-way liaison between the OG/CC and the Groups ARM personnel. Specific duties include, but are not limited to, oversight of OJT combined with follow-on and recurring training, initial and subsequent duty assignment for career broadening and progression, allocation of HHQ deployment tasking, professional conflict resolution and career counseling. In matters concerning the HARM however, the ARM FM still works for the OSS/CC. He/she is responsible for overall database management of ARMS at base level, and for interface with the Defense Information System Agency (DISA) at Pearl Harbor, HI, regarding ARMS. Forward a copy of all letters of appointment to HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426.

2.17.1.1. (Added) In PACAF, HARM Chiefs will develop procedures to explain the implications of each AO published to the aircrew member affected. In addition, HARMs will provide a memo to the individual's commander, with a complete explanation of the action being taken, for every AO that results in an adverse action to the member or that will or could negatively affect the individual if corrective action is not taken.

2.17.3.1. In PACAF, the HARM chief will establish procedures with the servicing flight medical facility to confirm daily changes in the medical status of assigned or attached personnel; i.e., status of physicals, DNIF and return to fly actions, etc.

2.17.6.1. (Added) In PACAF, the HARM office will establish procedures with the servicing MPF to audit the compatibility of member's UMD position number, API Code, ASC, and AFSC. These procedures must be sufficient to prevent double-billeting and ensure the effective management of both active and inactive rated and CEA positions.

2.17.8. (Added) Reports. All PACAF HARMs will submit the following HHQ reports as indicated.

2.17.8.1. (Added) Quality ARM Training Report ([Attachment 7 \(Added\)](#), [A7.1.](#)):

2.17.8.1.1. (Added) The Quality ARM Training Report is due to HQ PACAF/DOTT not later than the 10th calendar day of the first month following the end of a calendar quarter (April, July, Oct, Jan). Electronic transmission of the report is the preferred method using the approved Excel format. If the 10th calendar day falls on a weekend or holiday, forward the report by close of business the duty day prior.

2.17.8.2. (Added) Hours Per Crew Per Month ([Attachment 7 \(Added\)](#), [A7.2.](#)):

2.17.8.2.1. (Added) The monthly Hours Per Crew Per Month (HCM) Report is due to HQ PACAF/DOTT not later than the 5th calendar day of each month. Electronic transmission of the report is the preferred method. If the calendar day falls on a weekend or holiday, forward the report by close of business the duty day prior.

2.17.8.3. (Added) Quarterly General Officer (GO) Flying Hour Report ([Attachment 7 \(Added\)](#), [A7.3.](#)):

2.17.8.3.1. (Added) The Quarterly General Officer (GO) Flying Hour Report is due to HQ PACAF/DOTT not later than the 7th calendar day of the first month following the end of a calendar quarter (Apr,

Jul, Oct, Jan). Electronic transmission of the report is the preferred method using the approved format. If the 10th calendar day falls on a weekend or holiday, forward the report by close of business the duty day prior.

2.18. The unit commander will appoint in writing an Aviation Resource Manager or NCOIC of the SARM (AFSC 1C0X2), who is responsible for coordination with the base HARM. This individual will normally be the ranking or most qualified ARM assigned, and their reporting official should be the unit Operations Officer. The NCOIC of the SARM will not be placed directly under an enlisted aircrew member for reporting purposes. Forward a copy of the appointment letter to the base HARM and HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426.

2.18.1. (Added) The unit NCOIC of the SARM is ultimately responsible to insure the unit's ARMS database is accurate at all times. This individual will work closely with the HARM to insure the timely and accurate exchange of all information necessary to support required flight management action and reports.

2.18.2. (Added) The unit NCOIC of the SARM will ensure go-no-go procedures are performed before each flight to include all grounding items, flight currencies, and current aeronautical orders.

2.18.3. (Added) Following each flight, the unit NCOIC of the SARM will establish procedures to monitor and audit the accuracy and legibility of all training documentation before processing. Use this mission review process to insure the accuracy of the ARMS database. Further verify and audit all documentation used to record training accomplishments against the Training Update Audit List prior to filing.

2.20.1.1. (Added) HQ PACAF/DO is the final approval authority for all attachments for flying within PACAF and it is his responsibility to equitably distribute all attached flyers throughout the command. Attachment for flying requests must be accomplished in writing by the individual requesting attachment. It is the responsibility of the requesting individual to pre-coordinate with the prospective unit of attachment. Submit formal requests through the individual's commander, to the requested unit training office, for endorsement by the requested unit commander. Obtain the concurrence of the OG prior to submission to HHQ. Submit requests using the template format in **Attachment 8 (Added)**, paragraph **A8.1.** of this supplement. Requests can be submitted electronically to expedite the approval process. Scan and attach the two documents (AO & AF Form 1042) specified in par 2.20.1 of the basic instruction. Forward requested unit recommendations for approval, or rational for disapproval, to HQ PACAF/DOTT. No flights will take place at the attached unit until approved request has been returned. HQ PACAF/DOTT will send an information copy of the approved request to the individual and the attached unit, who will maintain the approved request throughout the individual's tenure of attachment. Another copy will be maintained in the individual's FRF for the duration of formal attachment. The unit of attachment will notify HQ PACAF/DOTT and the servicing HARM when the individual is no longer attached for flying.

2.20.1.2. (Added) Individuals assigned to units falling within or under the same OG (i.e. the OSS), do not require formal attachment for flying when flying with other units within the Group.

2.20.2.1. (Added) It is the responsibility of unit commanders and operations officers to monitor the number of staff pilots allocated time in CA/CC coded fighter aircraft. AFI 65-503 is a general planning guide and does not constrain MAJCOM day-to-day management of aircrew resources. AFI 11-401 is intended to refer flight managers to the planning factors in their overall management activities. The actual number and distribution of staff aircrew resources is determined by operational requirements and manpower authorizations. Staff flyers (API 6) at wing level or below, who have jobs requiring active flying, but who cannot be supported by available CA/CC-coded resources, may:

2.20.2.1.1. (Added) Fly unit support aircraft (non-CA/CC-coded), if available.

2.20.2.1.2. (Added) Be placed in inactive status for lack of support capability (flying status code “K” does not effect a API code change for assignment up to 180 days).

2.20.3. (Added) The unit of attachment will ensure ARMS training profiles are assigned to all attached flyers, and that those individuals and their appropriate supervisors receive sufficient ARMS training products to monitor their overall training status to include both currency and qualification.

2.20.4. (Added) Units of attachment, or other units having a legitimate need to access another location’s ARMS database, may do so by contacting that other unit’s HARM Chief and requesting a User ID and Password. User access will be limited to the minimum level required to affect the inquiry/update of the required records.

3.1. In PACAF, turn in Flight and Jump Records upon in-processing to any new duty location. FRFs and JRFs are the property of the United States Air Force and will be maintained by one of the approved HARMs listed in paragraph 3.1.2.1.1.2. (Added) of this supplement. Individuals will not take part in flight/jump activities at a new location prior to FRF/JRF turn in, and subsequent in-processing into ARMS (to verify eligibility requirements have been met).

3.1.2.1.1. To clarify, the base HARM will maintain the FRFs of all attached flyers, and they will be loaded into the attached ARMS database. In the case of PACAF Stand/Eval and IG members, a Primary Unit of Attachment will be identified and their FRFs/ARMS data will be maintained at that location.

3.1.2.1.1.1. (Added) Aircrew members assigned at geographically separated units will arrange to have their FRFs turned in to the appropriate servicing HARM not later than 30 days after arrival. HARMs will establish local procedures with the military personnel flight (MPF) to ensure flying personnel (active and inactive) are identified and informed of their responsibility to deliver their FRFs to the HARM.

NOTE: Do not schedule active flying personnel for flight activity until the HARM receives and in-processes the FRF.

3.1.2.1.1.2. (Added) The following PACAF organizations will maintain FRFs for all assigned/attached rated and non-rated, Active Duty, ANG or Reserve personnel whether actively flying or not. In addition, these HARMs will maintain FRFs for the non-supported locations listed below each.

3.1.2.1.1.2.1. (Added) 3 OSS/OSOF, 10460 L St., Rm 205, Elmendorf AFB, AK 99702-2670

All Elmendorf AFB assigned and attached units.

3.1.2.1.1.2.2. (Added) 8 OSS/OSCTF, Unit 2139, APO AP 96264-2139 (Kunsan AB, Korea)

Kunsan AB, Korea and Kwang Ju AB, Korea assigned and attached units.

3.1.2.1.1.2.3. (Added) 15 OSS/OSOR, 800 Hangar Ave., Hickam AFB, HI 95853-5246

Hawaii, Singapore, Wake Island, Johnston Atoll, Australia, Thailand, Indonesia, Malaysia and India.

3.1.2.1.1.2.4. (Added) 18 OSS/OSOFR, Unit 5177, Box 10, APO AP 96368-5177 (Kadena AB, Japan)

Okinawa Prefecture, Southeast Asia, Hong Kong, China, Philippines, and Myanmar (Burma).

3.1.2.1.1.2.5. (Added) 35 OSS/OSCS, Unit 5011, APO AP 96319-5011 (Misawa AB, Japan)

Misawa AB units only.

3.1.2.1.1.2.6. (Added) 51 OSS/OSCTF, Unit 2163, APO AP 96278-2163 (Osan AB, Korea)

All Korea locations except those supported by 8 FW.

3.1.2.1.1.2.7. (Added) 354 OSS/OSCM, 3112 Broadway Ave., Unit 1B, Eielson AFB, AK 99702-1883
Eielson AFB (Active and ANG) and Ft Wainwright.

3.1.2.1.1.2.8. (Added) 374 OSS/OSOF, Unit 5222, Bldg 1374, APO AP 96328-5222 (Yokota AB, Japan)
Guam and all Japan except Misawa and Okinawa Prefecture.

3.1.2.1.3. Return FRFs for inactive operational support members to the individual.

3.1.4.1.1. (Added) The FRF/JRF is covered under the Privacy Act and therefore will only be released to the individual member or a designated representative upon receipt of written authorization from the member to do so. This provision does not restrict the release of the FRF/JRF to authorized officials in the performance of official duties (i.e. Commander, Safety Investigation Board, FEB, Etc.).

3.1.4.1.2. (Added) While attending a formal school where flying is authorized, or otherwise on a flying TDY of 30 days or more, individuals will document all flying hours and continuation training on the appropriate extract documents (AF Form 3520, TAR/MAR). Upon return to their duty station, individuals will provide this documentation to their unit flight manager who will in-turn update the ARMS data base.

3.1.4.4.1. (Added) Do not release FRFs to any other individual without the approval of the Chief, Host Aviation resource Management. All records authorized to be signed in/out will have such action documented and tracked on an AF Form 614, **Charge Out Record**. The individual signing for the record is responsible for returning it in the same condition as received. Do not release the FRF to individuals in suspended (ASC 04) aviation service status or individuals otherwise known to be under investigation.

3.1.4.4.2. (Added) Do not release the individual FRF for TDY to a contingency deployment or other similar operation, regardless of the length of such tour.

3.1.6.1.1. (Added) The closest geographical HARM will maintain all FRF/JRFs for Air Force members assigned to non-Air Force units or facilities in their area.

3.1.6.1.2. (Added) If jurisdictional responsibility cannot be positively determined, contact PACAF/ DOTT for clarification and final determination.

3.2. In PACAF, duplicate tracking of flight activity (i.e. flying hours, continuation training, etc.) in another system is not authorized. Such duplication is contrary to the effective utilization of limited personnel and equipment assets.

3.2.1.1. (Added) Locally developed training accomplishment documents will be submitted to PACAF/ DOTT for approval prior to utilization.

3.2.1.2. (Added) Crewmembers must have logged Primary, Secondary, Instructor or Evaluator time in order to log training event currency or volume accomplishments.

3.4. In PACAF, on an initial or requalification evaluation, examinees will log time in the crew position currently qualified, e.g. an instructor upgrade candidate will not log instructor time.

3.4.1.2. When an instructor pilot is performing primary duties while instructing (demonstrating a maneuver), the pilot in the other seat (multi-placed aircraft) will log secondary time.

3.4.1.4. Two navigators/loadmasters may log primary time while flying tactical events in the C-130, where two navigators are specifically required to accomplish the mission in accordance with AFI 11-2C130.

3.4.2.3. A second boom operator is authorized to log secondary flight time when performing passenger or cargo duties. Annotate specific mission requirements on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, in the remarks section to support any secondary time logged.

3.4.3. Log instructor time only when performing appropriate duties as designated by a flight authorization duty code first character of "I" on the flight authorization. When instructor duties are terminated, log primary, secondary, or other time, as appropriate.

3.4.3.4. When two fully current and qualified instructor pilots are together on a mission/flight, instructor time can only be logged if specific instruction is called for in the mission profile and the instructor is so designated on the flight authorization.

3.4.6.2.1. Additional crewmembers not required for the mission under the provisions of par. 3.3. of the basic instruction, and therefore logging "Other" flight time, are not authorized to log Combat or Combat Support time.

3.7.1.1. (Added) Wing commanders, vice commanders, and operations group commanders authorized to fly under the Rated Supervisor Flying program may perform aircrew duties in any aircraft under their control for the purpose of supervising or observing flying training programs. Incumbents must fly with an IP in the aircraft unless fully qualified in that MDS. If not fully qualified, use an "OP" duty position (O-6 and above) and log only "Other" time. The provisions of this paragraph similarly apply to squadron commanders of multiple MDS squadrons. Squadron commanders in the grade of O-5 and below will use an "XP" duty position when performing observation duties in aircraft under their control but which they are not fully qualified. They will log only "Other" time.

3.12. Individuals taking part in orientation or familiarization rides in foreign military aircraft will not have that time credited toward OFDA, ACIP, or HDIP requirements. Enter time flown under these conditions into their flight records as Total Foreign Military time and not under individual aircraft totals.

Attachment 1**REFERENCES**

AFI 11-202, VOL. 1, *Aircrew Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program Organization and Administration*

AFI 11-202, Vol. 3, *General Flight Rules*

AFI 11-401, *Flight Management*

AFI 11-403, *Aerospace Physiological Training Program*

HQ USAF/XOOT letter, 5 December 1994, *Authorization of Civilian Noncrew Members Aboard PACAF Airlift Aircraft and Waiver to AFI 11-401, paragraphs 1.6.2.2, 1.10.1, and 2.11.5).*

HQ USAF/XOOT letter, XX November 2002 (Pending), *Flight/Jump Record Folder Maintenance Waiver*

PACAFI 11-101, *PACAF Sortie and Flying Hour Utilization Program*

PACAFI 11-301, *Life Support Program*

Required Directives(Added).—HARMs and SARMs will have the following minimum directives, either on-hand, or immediately available (via the internet, etc.):

HARM:

TITLE 10, United States Code, Section 653

TITLE 37, United States Code, Sections 205, 301a, and 301b

DOD Directive 700.14R, Volume 7A, *Financial Management Regulation – Military Pay Policy and Procedures*

DOD Directive 1300.13, *Enlisted Crew Member Flying Duty* (units with enlisted aircrew only)

DOD Directive 1340.4, *Proficiency Flying Programs*

DFAS DEM 7073-1, *Defense Joint Military Pay System Active Component FSO Procedures*

DFAS DEM 7073-2, *Defense Joint Military Pay System Unit Procedures Excluding FSO*

AFI 11-202, Vol 1, *Aircrew Training*

AFI 11-202, Vol 2, *Standardization/Evaluation Program Organization and Administration*

AFI 11-202, Vol 3, *General Flight Rules*

AFI 11-401, *Flight Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 11-404, *Centrifuge Training for High-G Aircrew* (high “G” aircraft units only)

AFI 11-405, *The Pilot-Physician Program* (only required by units having Pilot-Physicians assigned)

AFI 11-410, *Personnel Parachute Operation* (only required by units having parachutists assigned)

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation Resource Management*

AFI 33-328, *Administrative Orders*

AFMAN 37-139, *Records Disposition Schedule*

AFI 38-209, Chapter 9, *Aircrew Requirements*

SARM:

AFI 11-202, Vol 1, *Aircrew Training*

AFI 11-202, Vol 2, *Standardization/Evaluation Program Organization and Administration*

AFI 11-202, Vol 3, *General Flight Rules*

AFI 11-2MDS, *(Specific to each MDS assigned)*

AFI 11-401, *Flight Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation resource Management*

AFMAN 37-139, *Records Disposition Schedule*

Terms

Critical Phases of Flight. Taxi; takeoff; departure; air refueling; airdrops of equipment, personnel, vehicles, or stores; real or simulated emergencies; flight below 3000 ft AGL (300 ft AGL for helicopters); approach; touch and go landings; full stop landings.

A2.3.3.1. (Added) The TDY utilization data report ensures flight time logged on TDY aircraft is reported to the unit of possession. When a mission terminates at a location other than the organization and location shown in blocks 4 and 5 of the AFTO Form 781, the aircraft commander must determine which unit possesses the aircraft. When the local Aircraft Readiness Center (ARC) can identify the unit of possession, the aircraft commander is responsible for contacting the ARC of the organization shown in block 4 of the AFTO Form 781 to determine the unit of possession. The aircraft commander will ensure the TDY flight utilization data report is transmitted within 24 hours of each mission termination. Message format follows:

(NOTE: When the original AFTO Form 781s are processed by the unit of possession, or home station ARM personnel were deployed with the aircraft and can take possession of the forms, this supercedes the requirement to submit TDY utilization messages as source documents.)

Precedence:	Routine to action addressees.
From:	Aircraft commander's parent organization/crew designation or office symbol/local location.
To:	Possessing organization/location of possessing organization/OSOF (Aviation resource Management Branch)/MAM (Maintenance Control)/ACF (Accounting and Finance Branch).
Classification.	Unclassified or specific classification.

Subject: TDY Flight Utilization Data, HAF-LEY (M) 7504.

Required information from the AFTO Form 781:

Mission design series (block 2).

Aircraft serial number (block 3).

Date of mission (block 1).

Takeoff time in Zulu time for each flight (block 11).

Landing time in Zulu for each flight (block 12).

Flight time in hours and tenths (block 13).

Total stop landings (block 14).

Total landings (block 14).

Mission symbols (block 7).

Program element identifier (PEID) (block 8).

A2.3.4.1. In PACAF, the unit operations officer will ensure the completed AFTO Form 781 is presented to the SARM office not later than the morning after the day of flight. SARM personnel will audit and input the forms into ARMS, and maintain them in the unit until the end of the current month.

A2.3.4.4. (Added) The unit operations officer will ensure deployments from home station (real world and exercise) include an appropriate number of qualified ARM personnel (1C0X2) to support deployed flight management activities and post mission data collection and processing. These individuals will be responsible for assisting in the scheduling process as well as assuring that aircrew training and AFTO Form 781 data is either updated at the deployed location or transmitted back to home station in a timely manner, normally within one duty day. When deployed over the end of a month, ensure post mission data is transferred back to home station in a timely manner to facilitate accurate reporting of flying hours (for CAMS reconciliation) and aircrew training.

A2.3.5. (Added) The CHARM is responsible for establishing procedures to ensure the previous month's AFTO Forms 781, and the Flying Time Update Summary audits, are received from the SARM within 5 calendar days after the end of the month. Due to the critical importance of these source documents, as outlined by AFI 11-401, paras A2.1 and A2.2, the CHARM must ensure the accuracy of the ARMS database against these AFTO Forms 781. Therefore, the HARM will validate all Flying Time Update Summary audits were accomplished and annotated, and corrections performed by the units were done correctly prior to permanent filing. If an error rate in excess of 10 percent is discovered, remedial training for the identified SARM will be accomplished within 30 days. In addition, the CHARM will enlist the assistance of the SARM to correct the database entries in error. After final audit, the HARM will maintain the AFTO Forms 781s IAW AFMAN 37-139.

A2.4.1. In PACAF, the CHARM will coordinate with the SARM to ensure individual AFTO Form 781 extracts for departing personnel are received within one duty day of input by SARM personnel.

Table A2.2. Authorized Mission Symbols – Third Character.

Authorized Mission Symbols (NOTE): The third character of the mission symbol is assigned at the discretion of the MAJCOM. The third position of the mission symbol is used by active duty PACAF units to describe the primary mission purpose are listed below. These codes apply as indicated unless superseded by air tasking orders (ATO), operational orders (OPORD), or other HHQ directives. The forth character of the mission symbol (except where noted below) is normally assigned at the discretion of the Operations Group or the level.		
Mission Symbol	Third Position	Definition
All	A	Default – Use when no other guidance is provided or available.
Reserved, as directed by HHQ	B	Reserved – As directed by the National Command Authority and/or supplemented by USAF/XOO and/or HQ PACAF/DO.
P, R & C or as directed by HHQ	C	Contingency Operations as directed by the National Command Authority and/or supplemented by USAF/XOO and/or HQ PACAF/DO (Normally indicates crew members authorized to log Combat Time).
T3	C	Normal Continuation Flying Training
Reserved, as directed by HHQ	D	Reserved – As directed by the National Command Authority and/or supplemented by USAF/XOO and/or HQ PACAF/DO.
A2 or A3	E	Aeromedical Evacuation / Patient Airlift.
A8, A9, or as directed	F	Humanitarian Support Mission (Usually outside of combat environment).
Other than P, R & C	H	Higher headquarters (HHQ) directed (outside of combat environment).
P, R & C or as directed by HQ PACAF	K	Specific PACAF contingency involvement as defined by the Operations Notes contained in AFI 11-401, Table A2.2 . Normally assigned by Message from HQ PACAF/DO.
P2	K	Operation Noble Eagle (effective 11 Sep 2001)
P7	K	Operation Enduring Freedom & Operation Enduring Freedom - Philippines
P, R & C or as directed by HQ PACAF	L	Specific PACAF contingency involvement as defined by the Operations Notes contained in AFI 11-401, Table A2.2 . Normally assigned by message from HQ PACAF/DO.
P, R & C or as directed by HQ PACAF	M	Specific PACAF contingency involvement as defined by the Operations Notes contained in AFI 11-401, Table A2.2 . Normally assigned by message from HQ PACAF/DO.

Authorized Mission Symbols (NOTE): The third character of the mission symbol is assigned at the discretion of the MAJCOM. The third position of the mission symbol is used by active duty PACAF units to describe the primary mission purpose are listed below. These codes apply as indicated unless superseded by air tasking orders (ATO), operational orders (OPORD), or other HHQ directives. The forth character of the mission symbol (except where noted below) is normally assigned at the discretion of the Operations Group or the level.

Mission Symbol	Third Position	Definition
A7, P, R & C or as directed by HHQ	S	Specific Contingency Operations (to include CSAR) as directed by the National Command Authority and/or supplemented by USAF/XOO and/or HQ PACAF/DO (Normally indicates crew members authorized to log Combat Support Time).
P, R & C or as directed by HHQ	T	Missions designated as Specific Contingency Operations when the primary reason for the sortie is Continuation Training (i.e. Fighter CT sortie while deployed to ONW/OSW).

NOTE: Routine airlift "Channel" missions (other than P, R, or C coded missions) are normally tasked by the AMC Tanker Airlift Control Center (TACC), through the PACAF AMOCC. Utilize the Mission Symbol (first 3 characters) assigned by TACC in the OPORD, with a forth character of "T" to indicate a Transportation Working Capital Fund (TWCF) reimbursement eligible mission. Contingency TWCF missions (P, R & C or as directed by HHQ) must use a third character of "K" "L" or "M" as directed by AFI 11-401, [Table A2.2.](#), and the PACAF Supplement table above.

A2.6.6.1. (Added) The first character of the Flight Authorization Duty Code indicates the type of duty crewmembers are authorized to perform on a particular mission. This will not necessarily be the crewmember's highest crew qualification, unless specifically required by the mission profile. For example, in a dual-place aircraft two fully current and qualified instructor qualified pilots, neither crewmember would be assigned a Flight Authorization Duty Code of "IP," nor log "Instructor Time." However, when authorized to perform instructor duties, crewmembers will only log Instructor Time for the actual time those duties are performed, not the entire duration of the flight.

A2.6.6.2. (Added) Flight Authorization Duty Codes (Third and Fourth Character): Assign third and fourth characters according to AFI 10-202, Volume 3 for OSA aircraft, and the applicable AFI 11-MDS series instruction for all others. In the absence of any other guidance, the third and fourth character default values will be defined as follows:

Third Character:

B - Basic Mission Qualified

C - Combat Mission Ready

M - Mission Qualification Training

Fourth Character:

E - Experienced

N - Non-experienced

A2.7. (Added) Aerospace Vehicle Utilization Managers.

A2.7.1. (Added) . Operations is charged with the overall accountability of the USAF Flying Hour Execution Program from allocation, through execution, to reporting back to the Air Staff flying hour managers. While operations owns this process, tracking of the flying hours executed is currently the responsibility of

the Maintenance Information System (MIS) currently known as the Core Automated Maintenance System or CAMS. CAMS further interfaces flying hour execution data into the Reliability and Maintainability Information System (REMIS), which is ultimately accessed by Air Staff flying hour managers. Since operations is the owner of the source documents for flying hour execution, and maintenance is the OPR for the data system which tracks that execution, there is a valid requirement to reconcile between these two sources.

A2.7.2. (Added) . IAW AFI 21-103, par 2.5.1.3., the Operations Group Commander will appoint an “Aerospace Vehicle Utilization Monitor (AVUM) within operations 1C0X2 (Aviation Resource Manager) to act as the unit’s Point of Contact (POC) to check unit or depot utilization and to verify flying hour inputs with the proper organization every day.” This individual will normally be a member of the OSS Current Operations Flight, and will act as a liaison between the Flying Hour Managers at the OSS and the flying units (SARM). IAW paragraph 2.28., the AVUM is responsible for collecting data concerning flying hour execution from the units, compiling that data, and reporting it to the MAJCOM AVUM not later than the forth day after the close out of a given month.

A2.7.3. (Added) While AFI 21-203 places responsibility for the program on the AVUM at the OSS, it more advantageous to delegate the responsibility for daily reconciliation down to the unit SARM, in conjunction with the P&S representative and the Aerospace Utilization Reports (AURs) they provide. While overall responsibility remains with the AVUM (OSS), the SARM has the specific responsibility to conduct daily reconciliation, with AURs provided by and the help of P&S. In addition, the SARM will validate the EOM flying hour totals with P&S not later than the third day after the close out of a given month.

A2.7.4. (Added) The AVUM (OSS) will establish procedures to insure daily reconciliation of flying hours is accomplished between the unit Plans & Scheduling (P&S) function and the SARM.

A2.7.5. (Added) The unit operations officer will verify the monthly execution numbers not later than the third day after the close out of a month, and report those numbers to the AVUM.

A2.7.6. (Added) The AVUM will compile monthly flying hour totals, based on validated reconciliations between P&S and the SARM, and report those numbers to the MAJCOM AVUM not later than the forth day after the close out of a given month.

Table A2.4. Standard Training Event Identifiers.

Identifier	Description
PAC2	CST Academics
PAC3	HEED Video
PAC4	WST Academics
SS06	Emergency Parachute Training
SS08	HEEDs
SS09	EPT w/ACDE/AERP

Table A2.5.(Added). Flight Surgeon MDS Matrix.

	MDS	ARMS Event ID		MDS	ARMS Event ID
1	BASIC SORTIE	SF02	13	F-15E	SF02M
2	RESERVED	SF02A	14	F-16C/D	SF02N
3	B-52H	SF02B	15	H-1	SF02O
4	C-5	SF02C	16	H-53	SF02P
5	C-12	SF02D	17	H-60	SF02Q
6	C-17	SF02E	18	EC-135	SF02R
7	C-21	SF02F	19	KC-10	SF02S
8	C-37	SF02G	20	KC-135	SF02T
9	C-40	SF02H	21	RC-135	SF02U
10	C-141	SF02I	22	RESERVED	SF02V
11	C-130E/H	SF02J	23	RESERVED	SF02W
12	E-3B	SF02K	24	RESERVED	SF02X
13	F-15C/D	SF02L	26	RESERVED	SF02Y

A3.1.5. Waiver requests will be routed through HQ PACAF/DOT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426. The Command Aviation Resource Manager will determine the validity of the request, make a recommendation, and forward the request to HQ USAF/XOOT.

A3.4.4.3. (Added) In PACAF, HARM Chiefs will develop procedures to explain the implications of each AO published to the aircrew member affected. The HARM will prepare standard memorandums of explanation for each type of aviation service action, and will forward the appropriate memo to the individual, attached to their copy of the AO. In addition, HARMs will provide a memo to the individual's commander, with a complete explanation of the action being taken, for every AO that results in an **adverse action** to the member or an AO that will or could negatively affect the individual if corrective action is not taken.

Attachment 5 (Added)**PACAF ORIENTATION FLIGHT GUIDELINES**

A5.1. General. Orientation flights are regulated by DoD 4515.13-R, *Air Transportation Eligibility*. These flights are an exceptional use of USAF aircraft, flown only when the benefits to the USAF are clearly established. These limited resources may be used to familiarize selected passengers with aircraft capability and employment concepts, and to increase public understanding and appreciation of the USAF. Direct all inquiries concerning the PACAF Orientation Flight Program to HQ PACAF/DOTT, 25 E. ST, SUITE I-232, HICKAM AFB, HI 96853-5426, or telephone DSN 449-8987/8989.

A5.1.1. Public Affairs/Media Orientation Flights. All PA/Media flights will be accomplished IAW the provisions of AFI 35-101, *Public Affairs Policies and Procedures*, AFI 11-401, and this supplement. Coordinate with your local Public Affairs office in the preparation and staffing of PA/Media flight requests.

A5.2. Orientation Flights. Orientation flights, as defined by paragraph **A5.1.**, are a broad category of four separate types of “exceptional use” flights: *Incentive*, *Distinguished Visitor* (DV), *Familiarization* (FAM), and *Spouse Orientation*. **Table 1.1.** of the basic instruction, as supplemented by PACAF, lists orientation flight eligibility and approval authorities. The approval authorities indicated have been delegated as listed. If a particular category is not listed, then the approval authority has not been delegated. Approvals for *incentive*, *DV* and *spouse orientation* flights are for a one-time flight **only**. *Familiarization* flight approvals may include periodic flights (not to exceed 1 per calendar quarter), but local commanders will ensure specific learning objectives for each mission are established. Develop local procedures to identify and outline those objectives, and ensure they are met after each flight.

A5.2.1. Officers Awaiting PCS Training (APT). APT participants are Air Force active duty officers awaiting Specialized Undergraduate Pilot Training (SUPT). These personnel are specifically authorized to receive *familiarization flights* based on the level of preparatory training accomplished prior to such flights. They are authorized an unlimited number of *familiarization flights*, but only if such flights do not adversely effect unit “C” rating or create a backlog for other orientation flight programs. Although not specifically authorized to fly as MEGPs, for administrative purposes, APT participants will be included on the Flight Authorization using the duty position of “MEGP.” These individuals **will not** be included on the AFTO Form 781, and **will not** log flight time. Flight Physicals and Physiological Training are not necessarily required (see **Table A5.2.**). Individuals having successfully completed prior physiological training will be authorized to engage in familiarization/orientation flights above FL 180 in fighter aircraft.

A5.3. Responsibilities. Public Affairs (HQ PACAF/PA) processes appropriate orientation flight requests for personnel qualifying under the public affairs definitions in DoD 4515.13-R (news media representatives, civic leaders, etc.), and AFI 35-101, *Public Affairs Policies and Procedures*, Section 6G. The appropriate approval authority for all orientation flights, regardless of category, will carefully review such requests. Special attention will be paid to all requests for periodic or recurring flights, to further ensure a valid requirement exists for more than one flight that recurring flights do not exceed 1 per quarter, and such flights are truly in the best interests of the Air Force.

A5.3.1. Wing PA will furnish the following information to PACAF/PA:

A5.3.1.1. Provide the following information NLT 72 hours prior to any local flights: Name, title, aircraft type, date of flight, flight description, full justification, a statement the CC approves and supports the flight.

A5.3.1.2. Provide the information in [A5.3.1.1](#), plus the following information NLT two weeks for non-local flights: Age, physical date (if applicable), Chamber date (if applicable), camera equipment required by make, model, and how each will be used (if applicable), PA and OG points of contact (name, phone, e-mail).

A5.4. Request Procedures. PACAF/DOTT is the OPR for processing and directing all orientation flight requests whose approval authority is above NAF level. Requests requiring approval above NAF level, and all requests requiring SAF/IA and/or foreign disclosure coordination, must be staffed through the NAF/CC to HQ PACAF/DOTT. Requests requiring PACAF/DO approval must be received at least two weeks before the date of the proposed flight. If PACAF/CC approval is required, request must be received at least three weeks prior to the flight. If HHQ approval authority is required, request must be received at least 30 days prior to flight. Requests not received within the specified time period will not be processed.

A5.4.1. Submit requests either via hard copy, or by electronic means, with an accompanying Staff Summary Sheet (SSS) in Electronic Staff Package (ESP) format. Packages must include a SSS indicating the appropriate routing for the correct level of approval, as indicated in [Figure A5.1](#). The first level of staffing at the MAJCOM will be the PACAF Foreign Disclosure Office (FDO) and PACAF/XPZP to arrange/verify the required SAF/IA, in that order, where required. No further action will be taken without their coordination. Orientation flight requests within PACAF will be submitted IAW the format listed in Attachment [A8.2](#), of this supplement. The following minimum information must be on all requests, regardless of the level of approval required:

A5.4.1.1. Name, grade, nationality, and position of the orientation candidates. Flights may be approved for well-defined groups if individual names are not known.

A5.4.1.2. Aircraft Type.

A5.4.1.3. Unit, location, and type of orientation flight requested (as defined in [Table 1.1](#), of the basic, and para [A5.2](#), of this supplement).

A5.4.1.4. Requested date, or time period window, for the flight. Allow sufficient time for flexibility in scheduling due to weather, distinguished visitor schedules, and availability of aircraft.

A5.4.1.5. Specific statement of benefit to the USAF or DoD.

A5.4.1.6. Other relevant comments, such as background of the orientation candidate (especially flying background), media coverage, unusual details of the planned mission, etc.

A5.4.1.7. Statement of specific learning objectives for any recurring *familiarization* flights (Reference [A5.2](#)).

A5.4.2. Unless otherwise directed in this supplement, approvals for all categories of orientation flights are one-time only for a specific individual. If a cancelled flight (WX, MX, etc.) must be rescheduled for the same individual, re-approval within six months of the original signed approval is not required.

Figure A5.1. SSS Staffing/Routing Sequence.

	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1	USAF/CV	Sign or Approve		8	PACAF/ADO	Coord	
2	USAF/XOO	Sign or Approve		9	PACAF/DOT	Coord	
3	PACAF/CC	Approve, Sign or Coord		10	PACAF/DOT-A	Revw	
4	PACAF/CV	Coord		11	PACAF/DOTT	Revw	
5	PACAF/DS	Coord		12	PACAF/XPZP for (SAF)/IA	Coord	
6	PACAF/XP	Coord		13	PACAF/FDO	Coord	
7	PACAF/DO	Approve, Sign or Coord		14	Appropriate input below MAJCOM	Coord	

NOTE: Requests approved below MAJCOM level will info the PACAF DO, CV, or CC as appropriate.

A5.5. Operating Procedures-All Categories. The following applies to all categories of orientation flights:

A5.5.1. Do not publicly offer flights or imply approval until the appropriate authority has formally approved the request. Orientation/Familiarization flights constitute official military duties for Active Duty, Guard and Reserve members. Due to Line of Duty considerations, do not allow any military individual to participate in orientation/familiarization flights while either on leave, or permissive TDY.

A5.5.2. Provide orientation flights within approved flying hour program limitations. Whenever possible, include flights on regularly scheduled missions, however, orientation flights must not interfere with those missions. Fighter orientation flights should provide the best training opportunity possible while still keeping the intent of the orientation ride in mind. Under no circumstances will orientation candidates be allowed on fighter sorties consisting of air combat training ((D)BFM, (D)ACM, (D)ACT), or air to ground training (BSA/SAT)) unless orientation candidates accomplish the appropriate ground training indicated in **Table A5.2**. Refer to the appropriate AFI 11-2MDS publication for specific definitions and restrictions covering air combat or surface attack missions.

A5.5.3. For flying in fighter aircraft, orientation candidates without a current AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* (or national equivalent), must receive a medical evaluation from a flight surgeon within the previous seven days period before the flight. Minor technically disqualifying defects may be subsequently waived by telephone coordination with Aerospace/Flight Medicine Branch (HQ PACAF/SGPA).

A5.5.4. Ensure orientation candidates receive appropriate life support, and abbreviated survival training, as specified in **Table A5.2**. and PACAFI 11-301. When a requirement for water survival training exists, “wet” immersion training will be provided if at all possible.

A5.5.5. In fighter aircraft, for a flight above FL 180, orientation candidates must have current physiological training according to AFI 11-403, *Aerospace Physiological Training Program*, or their national equivalent. (Not applicable for passenger carrying, airlift, or air refueling aircraft.)

A5.5.6. Prior to orientation flight, brief all orientation candidates on appropriate procedures, or have them attend the appropriate training as specified in **Table A5.2.**, Orientation Flight Ground Training Requirements. Individuals with current rated experience must provide current documentation of USAF, Sister Service, DoD, or national equivalent training, or re-accomplish these requirements.

Table A5.2. PACAF Orientation Flight Ground Training Requirements.

Ground Training Requirement	Incentive Flight	DV Flight	“FAM” Flight	Spouse Orientation	APTs
Lap Belt / Harness / G Suit Hook-up (as appropriate)	All	All	All	All	All
Canopy Operation (Note 2)	Fighter	Fighter	Fighter	Fighter	Fighter
Ground Egress (specific to each MDS)	All	All	All	All	All
Intercom operation & Comm Out Procedures	All	All	All	All	All
Use of Oxygen Systems	All	All	All	All	All
Ejection Seat Training	Fighter	Fighter	Fighter	Fighter	Fighter
Hanging Harness Training	Fighter	Fighter	Fighter	N/A	Fighter
“G” Awareness Training	Fighter	Fighter	Fighter	N/A	Fighter
Passenger Physical (within 7 days prior to flight)	Fighter	Fighter	Fighter	N/A	Fighter
Centrifuge Training (Note 3)	N/A	N/A	ACBT/SAT	N/A	ACBT/SAT
Altitude Chamber (for flights above FL 180 only)	Fighter	Fighter	Fighter	N/A	Fighter
Water Survival Familiarization in accordance with PACAFI 11-301 (Note 4)	N/A	N/A	Fighter over-water	N/A	Fighter over-water

NOTES:

1. With the exception of the Altitude Chamber, Centrifuge, “Wet” Water survival, and the Passenger Physical (within seven days), all orientation flight training will be accomplished within 72 hours prior to the flight.
2. Spouse Orientation in PACAF Fighter Aircraft is limited to Taxi Rides only. This orientation requires the appropriate canopy operation and ejection seat training.
3. Accomplish Centrifuge Training (or national equivalent) for all orientation candidates participating in air combat, surface attack or other “high-G” sorties. The unit will fund this training. If the centrifuge training is unavailable, accomplish the following ground training program:

Individuals scheduled for orientation flights in High-G Aircraft (aircraft capable of generating G-loading in excess of 4.0) should undergo, as a minimum, the following G-Awareness training taught by an Aerospace Physiologist or Flight Surgeon:

- a. Academic review of the physiological effects of G-forces to include cardiovascular, respiratory, central nervous system, and visual effects, and the role of the cardiovascular reflex and oxygen reserve.
 - b. Discussion of the signs, symptoms, and operational implications of G-Induced Loss of Consciousness, G-Induced Incapacitation, Loss of Situational Awareness, and the recovery from those states.
 - c. In depth discussion of risk factors leading to G-Induced Loss of Consciousness.
 - d. The proper wear and function of the G-suit and COMBAT EDGE equipment.
 - e. Proper performance of the Anti-G Straining Maneuver (AGSM) to include review of both HUD tapes and Centrifuge tapes.
 - f. Demonstration of a correctly performed AGSM.
4. Water Survival Training will include “wet” immersion whenever such training is available.

A5.5.7. Prior to the flight, civilian orientation candidates must sign a liability release, DD Form 1381, *Air Transportation Agreement*, IAW DoD 4515.13-R, Chapter 1, paragraph G.1. The form can be located on the DOD Forms web page at <http://web1.whs.osd.mil/icdhome/ddeforms.htm>.

A5.5.8. List all orientation candidates on DD Form 2131, **Passenger Manifest**. Orientation candidates travel in passenger status, but will report through the command and control center to the aircraft commander. This will expose the individual to pre- and post-flight procedures, helping them understand these critical processes. Do not place non-aircrew members on the flight authorization. Exception: Approved MEGPs (in accordance with paragraph A6.3.3. of this supplement) and APT candidates. Include anti-hijacking protective measures according to AFI 13-207, *Preventing and Resisting/Aircraft Piracy (Hijacking)*.

A5.5.9. The aircrew conducting the orientation flight must be highly qualified. At no time will an individual who is not qualified in the specific aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board. If the orientation candidate is a brigadier general (equivalent) or above, the aircraft commander must be an IP.

A5.5.10. In two-place aircraft, orientation candidates may occupy the right/rear seat as appropriate but will not be given control of an orientation aircraft unless the pilot has access to the controls and then only during non-critical phases of flight as defined in the applicable AFI 11-2MDS training publication. With an IP on board, rated general/flag officer pilots may fly the entire sortie in the front/left seat provided all of the following are accomplished: approved Senior Officer Course (if one exists), Bold Face/Critical Action Procedures (CAP) test (if applicable), appropriate normal/emergency landing procedures training in a simulator (if available).

A5.5.10.1. Critical Phases of Flight. Except as specifically authorized in paragraph A10.5.5 of this supplement, no unqualified individual will occupy a seat with a set of controls during critical phases of flight while on-board any two-place aircraft requiring more than one pilot in the basic crew complement (IAW AFI 65-503). Refer to applicable AFI 11-2MDS training publication for exact definitions.

A5.5.10.2. **Non-Critical Phases of Flight.** Unqualified individuals may *only* occupy a seat with a set of controls once the aircraft is at altitude, and *only* with a highly qualified instructor pilot in the other seat. Refer to applicable AFI 11-2MDS training publication for exact definitions.

A5.5.11. The mission and briefing will not exceed the clearance level of the individual receiving the orientation flight. Ensure foreign disclosure requirements concerning visit authorizations and disclosure of USAF information are satisfied for foreign national orientation flights IAW AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*. Contact HQ PACAF/FDO at DSN 449-4149 for any questions concerning foreign disclosure.

A5.5.12. **Weather Minimums** : Use standard weather minimums for takeoff and landing. Takeoff and landing minimums must take into consideration the purpose of the orientation flight in question, but under no circumstances will they be lower than the published minimums for that combination of aircraft/aircrew. Landing minimums must be equal to or greater than, pilot weather category or published minimums, whichever is higher.

A5.5.13. **Additional Operating Procedures** – Civilians and Non-rated Individuals: The following additional restrictions apply to all civilians and non-rated individuals:

A5.5.13.1. Plan and execute mission profiles in a low risk environment with the exception of takeoff and landing. No portion of the flight will be flown below 1,000 feet above ground level (AGL) (500 ft AGL for C-130s). On *Incentive* flights, mechanically safe guns and download all film and external ordnance.

A5.5.13.2. *Incentive* flights in fighter aircraft *will not* involve air combat training ((D)BFM, (D)ACM, (D)ACT), or air to ground training (BSA/SAT)). Refer to the appropriate AFI 11-2MDS publication for specific definitions covering air combat or surface attack missions.

A5.5.13.3. Conduct *Incentive* flights to avoid abrupt, unexpected maneuvers and high G-loading.

A5.5.13.4. Squadron Top Three must ensure pilots flying *incentive* flights receive adequate briefings to emphasize that the sortie objective is to reward and/or provide an incentive. Conduct missions so as not to overwhelm the observer and thus render the effort useless.

A5.5.13.5. Thoroughly brief all orientation candidates on all aspects of the flight to allay apprehension. Provide in-flight advisories to the orientation candidate to achieve the same objective.

A5.5.13.6. Civilian passengers aboard Air Force aircraft are prohibited from “Flying” or manipulating the controls of the aircraft to include on-board systems such as air refueling booms.

A5.5.13.7. Exceptions to any of the restrictions of this attachment may be waived by HQ PACAF/DO, if unusual circumstances warrant. Whenever possible, requests for waiver should be included in the original orientation flight request. When not part of the original request, requests for waiver may significantly delay subsequent approval.

A5.6. Air Mobility Operations Control Center (AMOCC) Orientation Flight Program.

A5.6.1. AMOCC will need to send PACAF/DOTT a request (either MFR or e-mail) providing the name, grade, SSAN, status (i.e. civilian contractor), the specific mission number and type of aircraft the individual will fly on, the date(s), and provide reason why this individual requires MEGP status. Provide PACAF/DOTT at least 2 weeks notice for each request.

A5.6.2. PACAF/DOTT will review each request, approve/disapprove it, and return the request to the AMOCC electronically. If approved, the approval will stipulate “Mr. John Doe is granted MEGP status by

HQ PACAF/DOTT on C-9 (C-141, KC-135, etc.) aircraft, mission number X____, for its duration (or a specified duration).” This statement **must** be placed on the individual’s travel orders, and those orders must also include the AMOCC/CC’s endorsement for validation.

A5.6.3. The approved MEGP **must** notify the appropriate command and control facility (if a PACAF aircraft (C-9, C-130, KC-135), the PACAF command post, if an AMC aircraft (C-141, C-17, C-5), the AMC command post) of their intent to fly as MEGP on the indicated mission and **must** provide their travel orders for validation. The command post will notify the aircraft commander to the fact that a MEGP will be on-board. Note: The individual, or whoever is appointed to assist him or her, will be ultimately responsible for the coordination of their MEGP status. PACAF/DOTT, nor any other agency will be responsible for ensuring coordination with the command and control agency.

A5.6.4. MEGP will process through the Passenger Terminal as a space required passenger on the day of flight. Anti-hijack protective measures and manifesting on the DD Form 2131 will be accomplished at this time.

A5.7. Spouse Orientation Flight Program.

A5.7.1. Spouse Orientation Flights will not be conducted in fighter aircraft, however, Spouse Taxi Rides are authorized in fighter aircraft as an alternative.

A5.7.2. Spouse Orientation Flights in non-fighter aircraft may be accomplished IAW the provisions of AFI 11-401, para 1.9.4.7.1.4, and **Table 1.1.**, and **Attachment 5 (Added)** of this supplement. Approval to accomplish Spouse Orientation Flights remains at the PACAF/DO level by PACAF/CC directive, and will not be delegated any lower.

A5.8. Spouse Taxi-Ride Program.

A5.8.1. Aircraft (including fighter aircraft) not appropriate for spouse orientation flights may be used in a spouse taxi-ride program. Limited to spouses of the following USAF military personnel: aircrew members, flight authorized crew chiefs, flight authorized mission-support personnel, and critical specialties in direct support of flying operations. The OG/CC determines personnel considered critical specialties and will not expand the program to an all-skills program for all members. Spouses of USAF military personnel in non-PACAF units collocated with PACAF units are eligible to participate in the program.

A5.8.2. Requirements.

A5.8.2.1. Candidates will complete appropriate life support training before the taxi ride.

A5.8.2.2. Outfit participants with flight dress uniforms, gloves, jacket (if required), helmet, oxygen mask, or headset (as appropriate). Wear shoes adequate to provide necessary support for possible emergency ground egress.

A5.8.2.3. Thoroughly brief participants and ensure physical capability for possible emergency ground egress. Brief participants on handles and switches they must not move, i.e., ejection handles, etc.

A5.8.2.4. Ejection seat pins will not be removed under any circumstances.

A5.8.2.5. Profile is a "takeoff roll" to a max speed of 100 KIAS, then select idle and use the remainder of the runway to slow back to taxi speed. Complete appropriate hot brakes/wheels inspections (as required) between taxi trips.

A5.8.2.6. Complete all normal taxi, before takeoff and post-landing checks, and procedures (excluding quick check and removal of ejection pins) as appropriate. The aircraft commander will obtain clearance

onto the active runway, complete checks through AB initiation (if appropriate), release brakes, and bring the throttles to idle after acceleration is experienced. Do not exceed maximum taxi distance.

A5.8.2.7. ORM considerations are as followed:

A5.8.2.7.1. Use full runway length (10,000', which means the jet will have about 8,500' to slow from 100 KIAS back to taxi speed).

A5.8.2.7.2. Have only internal fuel in the aircraft to lessen gross weight.

A5.8.2.7.3. Plan should call for 1+15 of turn time for each jet between taxi evolutions to allow brakes to cool.

A5.8.2.7.4. No classified information will be released.

Attachment 6 (Added)**MISSION ESSENTIAL GROUND PERSONNEL (MEGP) AND
ADDITIONAL CREWMEMBER (ACM) STATUS**

A6.1. Definition. Mission essential ground personnel (MEGP) are non-aircrew members who serve a specific official purpose or have a specific official reason for being on-board the aircraft. Additional crew-member (ACM) status is granted to aircrew members on current flying status whose specific presence is required in order to position or deposition to fulfill primary operations functions. The provisions of this attachment supersede all previous command guidance concerning MEGP status.

A6.2. Responsibility. HQ PACAF/DOTT is responsible for oversight of the MEGP and ACM program.

A6.2.1. MEGP status is granted to individuals, on a case-by-case basis, who perform unique support duties directly related and essential to a particular aircraft, aircrew, or numbered mission. These duties require direct access to the aircraft or aircrew during flight or ground operations. In accordance with the provisions of the basic instruction, and DoD 4515.13R, *Air Transportation Eligibility*, MEGP may only fly on aircraft capable of carrying passengers. (Exception: Military Photojournalist, not in authorized Combat Camera billets, will fly in MEGP status and are authorized on board non-passenger aircraft to accomplish official photographic duties.) MEGP status does not require physical or physiological training. They are not authorized to log time in the aircraft, nor are they entitled to flying incentive pay. MEGP travel in passenger status, are normally manifested using a DD Form 2131, Passenger Manifest, but will report through the command and control center to the aircraft commander. Include anti-hijacking protective measures according to AFI 13-207, *Preventing and Resisting/Aircraft Piracy (Hijacking)*. Limit the number of MEGP to the minimum necessary to complete the unit's mission. MEGP are authorized flight deck seating with aircraft commander approval. Do not use MEGP status as a substitute for point-to-point travel requirements (see DoD 4515.13R, *Air Transportation Eligibility*, for Space-A duty passenger requirements). Commanders will ensure that MEGP status is not used for travel at a higher priority than, or in lieu of regular passenger travel, for avoidance of travel expenses, or for travel while on leave. Do not bump MEGP en route without PACAF/AMOCC, AMC/TACC, or Director Mobility Forces (DIRMOB-FOR) approval. Do not use MEGP status to provide blanket approval for recurring familiarization flights.

A6.2.2. Examples of eligible personnel are, but not limited to, maintenance personnel, maintenance recovery teams, military photojournalists, Public Affairs escorts, Life Support/SERE personnel, ARM personnel, and unit intelligence personnel.

A6.2.3. Further guidance or restrictions concerning specific conditions of MEGP presence on-board the aircraft will be the responsibility of individual AFI 11-2MDS series publications, as supplemented by the MAJCOM.

A6.2.4. Military members required to perform in-flight duties, frequently or occasionally, as defined by aircrew positions in paragraphs 2.6 through 2.6.3 of the basic instruction will **not** be placed in MEGP status.

A6.2.5. Civilian government employees or civilian contractors will *only* be authorized MEGP status, if a requirement for the Air Force to provide airlift is verified by either an employment or company contract with the USAF. Civilian contractors working in the PACAF/AMOCC are authorized MEGP status, per current Letter of Agreement between DOT and the AMOCC, and paragraph A5 of this supplement.

A6.3. Approval Authority.

A6.3.1. Strictly control and approve MEGP travel status only for those with a bona fide mission essential purpose.

A6.3.1.1. The OG/CC (or equivalent) with operational control of the aircraft being flown approves MEGP status for wing level individuals and below. An info copy of all approval of MEGP status for military photojournalists will be forwarded to the PACAF/DO and PACAF/PA at least 48 hours prior to flight.

A6.3.1.2. HQ PACAF/DOT approves MEGP status for all MAJCOM or NAF staff personnel, and other individuals above wing level.

A6.3.2. Procedures. Submit requests for MEGP status either via hard copy, or by electronic means, using the format in Attachment [A8.3](#). Request requiring MAJCOM approval must be accompanied by a Staff Summary Sheet (SSS) in the Electronic Staff Package (ESP) format. Forward requests to the approving agency at least ten days prior to the expected date of flight(s). Include name, rank, organization, reason for travel, proposed itinerary, and dates. Ensure routing includes appropriate HQ PACAF agency staffing prior to arriving at PACAF/DOTT. Failure to include appropriate staffing will result in a delay in processing and/or possible failure to approve request in a timely manner.

A6.3.3. Orders. Cite MEGP approval in TDY travel orders, or approval authority letter. The following is an example statement: "MEGP status is authorized by (appropriate OG/CC, or PACAF/DOTT) on (aircraft number or mission number, exercise or contingency name) for or between (duration, i.e., 22-27 June 2003)." End the statement with name and phone number of individual approving MEGP status. MEGP authority may also be cited in a letter or message using this statement. (Note: Approved MEGPs may be placed on the Flight Authorization using a duty position of "MEGP" for the purpose of maintaining billeting and transportation integrity with the aircrew only. They **will not** be annotated on the AFTO Form 781.)

A6.3.4. Coordination of MEGP travel. Individuals will coordinate their travel with the appropriate current operations function prior to travel. It is imperative that mission operators and air terminal operations centers are aware of MEGP requirements when scheduling missions and crews. Individuals joining missions en route will present their travel orders to the appropriate PACAF command and control agency at least three hours prior to intended travel.

A6.3.5. Aircrew Procedures. With the concurrence of the aircraft commander and seats permitting, MEGP may be seated on the flight deck/crew compartment during takeoff and landing, to include touch-and-go landings. Simulated emergencies, to include no-flap landings, with MEGP on-board are prohibited. PACAF/DO delegates "MAJCOM approved maintenance" to the OG/CC for touch and go landings. Crews must be prepared to include MEGPs on a DD Form 2131 and provide force protection measures (anti-hijacking) screening when passenger service is not available.

A6.4. Additional Crewmembers (ACM):

A6.4.1. Policy Governing ACM Authorizations. An ACM is an authorized individual (crewmember) assigned to, or to accompany, the normal crew complement, or crewmembers positioning or repositioning for missions. They are considered part of the aircrew, not passengers. The commander who authorizes ACM status must ensure the individual is eligible and familiar with the policies and procedures governing ACM travel. Furthermore, pursuant to a LOA between HQ AMC and HQ PACAF, Qualified MDS-specific crewmembers may travel aboard mobility aircraft as ACMs to accomplish training, evaluation, or to pre- (de-) position in support of mobility operations.

A6.4.1.1. Personnel Eligible for ACM. The individual must:

A6.4.1.1.1. Possess valid aeronautical orders in accordance with AFI 11-401.

A6.4.1.1.2. Have a current flight physical.

A6.4.1.1.3. Have current physiological training.

A6.4.1.1.4. Be currently on active flying status.

A6.4.1.1.5. Possess a flying Air Force Specialty Code (AFSC) according to AFI 65-503, *US Air Force Cost and Planning Factors*.

A6.4.1.2. Do not authorize ACM status for:

A6.4.1.2.1. Transportation in lieu of travel as a passenger or to provide transportation at a higher priority than would be enjoyed as a passenger.

A6.4.1.2.2. For the avoidance of personal travel expense.

A6.4.1.2.3. Maintenance of currency. (*EXCEPTION*: Flight examiners and individuals whose orders have currency provisions may accomplish currency items while traveling ACM.)

A6.4.1.2.4. Aircrew members not yet qualified or who are training for upgrade to the next higher crew position.

A6.4.1.2.5. Transportation while on leave.

A6.4.1.2.6. Transportation for attached flyers to and from the attached location for the purpose of maintaining currency and qualification.

A6.4.1.3. Approval Authority:

A6.4.1.3.1. PACAF flying wing/group/unit commanders may approve ACM status for eligible personnel on unit aircraft or aircraft under their control. HQ PACAF/DOTT is the approval authority for HQ PACAF staff personnel on PACAF airlift aircraft. ACM requests for individuals not assigned to flying units must be routed through the appropriate OG/CC. Air Reserve Component flying unit commanders will approve ACM status for eligible individuals on specific flights operated by Air Reserve Component unit equipped (UE) units.

A6.4.1.3.2. Medical Personnel:

A6.4.1.3.2.1. USAF Medical Service Corps officers, including Air Reserve component personnel, assigned to aeromedical evacuation (AE) units or Office of the Command Surgeon (HQ PACAF/SG), who are on aeronautical orders and required to participate in frequent and regular aerial flights in an operational support status as aeromedical evacuation operations officers (AEOO), may be granted ACM status on missions by local flying unit commanders or HQ PACAF/SGP, as appropriate. Logging of flying time is not authorized, except as provided for in paragraph 2.10.2 of the basic instruction.

A6.4.1.3.2.2. When a non-Flight Surgeon physician or specialized medical personnel are required on PACAF aeromedical evacuation (AE) missions, they are assigned as medical attendants and ACM status is not authorized.

A6.4.1.3.2.3. Flight Surgeons are defined as qualified individuals currently occupying a valid API 5 billet and on approved aeronautical orders to take part in frequent and regular flight. Although not required to perform essential in-flight duties (except in the case of aeronautical evacuation flights), qualified flight

surgeons are considered primary aircrew members, not ACMs. They will log primary flying time whenever the provisions of paragraph 3.3 are met. Flight Surgeons shall not use their status for the avoidance of personal travel expense, or while on leave. A Flight Surgeon not integrated into the crew (not staying with the mission from origin to termination) shall not be provided transportation at a higher priority than would be enjoyed as a passenger. Orders for duty travel are the responsibility of the flight surgeon's unit of assignment.

A6.4.1.3.2.4. Medical personnel possessing current aeronautical orders, but not included in paragraph [A6.4.1.3.2.3](#), will apply through channels to HQ PACAF/SGG for ACM approval. Request to travel on missions other than aeromedical evacuation are reviewed by HQ PACAF/SGG and forwarded to PACAF/DOTT for approval. (ACM status is not appropriate for travel to and from conferences or other meetings.)

A6.4.2. Blanket ACM. The following individuals are authorized blanket ACM authority and do not require approval for specific missions:

A6.4.2.1. Any PACAF aircrew flight examiner for the limited purpose of administering flight evaluations. This includes positioning prior to or expeditious return to home station. It also includes Air Reserve Component flight examiners on aircraft for which PACAF is the gaining command. This authorization limits travel to airlift and tanker aircraft.

A6.4.2.2. Supervisors of aircrews on missions operated by their aircrews.

A6.4.2.3. Commanders, vice commanders, OG/CCs, and OG/CDs.

A6.4.2.4. The DIRMBOFOR or individuals designated by the DIRMBOFOR, and area deployed tanker airlift control center (DTACC) directors on theater aircraft under their OPCON.

A6.4.2.5. Designated HQ PACAF/IG team personnel on inspected unit aircraft only.

A6.4.2.6. Designated Safety Investigation Board panel members when traveling to and from aircraft mishap investigations.

A6.4.2.7. Federal Aviation Administration (FAA) evaluators when accompanying PACAF aircrew members to administer FAA flight evaluations. The FAA evaluator will not occupy either pilot seat or manipulate any flight controls. These evaluations must be scheduled in conjunction with required AF flight evaluations or AFI training/proficiency sorties and incur no expense to the US Government. The FAA evaluator must be listed on the flight authorization orders.

A6.4.3. Procedures:

A6.4.3.1. Submit requests for ACM status either via hard copy, or by electronic means, using the format in Attachment [A8.4](#). Request requiring MAJCOM approval must be accompanied by a Staff Summary Sheet (SSS) in the Electronic Staff Package (ESP) format. Forward request to the approving agency 10 days prior to the expected date of departure. Include name, rank, aircrew qualification, organization, reason for travel, proposed itinerary, and dates, and a statement of compliance with the Foreign Clearance Guide procedures (see United States Air Force Foreign Clearance Guide) applicable to area of travel. Individuals require a security clearance appropriate to the mission being flown. U.S. Air Reserve Component units will provide information copies to appropriate NAF/DO and HQ ARC/DOT.

A6.4.3.2. Coordination of ACM Travel. Individuals will coordinate their travel with the appropriate command and control agency prior to travel. Medical ACMs anticipating travel on aeromedical evacuation missions require prior approval from the AECC.

A6.4.3.3. ACM En Route Procedures: ACMs, including qualified PACAF aircrew members who depart a crew to remain TDY in a foreign country with different requirements for general entry and aircrew entry, must comply with both requirements.

A6.4.3.4. Personnel on ACM status who intend to remain on station or continue to travel will furnish the command and control center (CCC) with:

A6.4.3.4.1. Travel authorization indicating ACM status.

A6.4.3.4.2. Location while on station.

A6.4.3.4.3. Departure plans.

A6.4.4. Briefings. The aircraft commander, or appropriate representative, briefs all ACMs on safety and egress commensurate with the qualification of the ACM in that design aircraft.

A6.4.5. Orders. Authority to travel as ACM should be cited in the Travel Orders, DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**. If ACM authority is not cited in the Travel Orders, a separate letter or message citing ACM authority attached to the travel orders will suffice.

A6.4.6. Logging of Flying Time. ACMs are not entitled to log primary flying time unless performing a crew duty. Do not authorize positioning or repositioning aircrew members to log flying time unless required and authorized to augment a crew position and perform specified in-flight duties (i.e. an evaluator performing in-flight evaluation). If an ACM joins a crew en route, the crews' duty day is based on the earliest show time of the original crew.

A6.4.7. Procedures. The CCC will coordinate with the air terminal operations centers as early as possible to ensure that space is available for ACMs. Displace cargo or mail when necessary on cargo or mixed missions to accommodate ACMs. ACMs will report to the appropriate command and control facility for accountability.

A6.4.8. Priority of ACM Travel. HQ PACAF staff and aircrew flight examiners have priority over all other ACMs and will not be displaced by any other ACMs. Priority of travel is:

HQ PACAF

PACAF NAF

Wing/Group

Squadron/Detachment

NOTE: PACAF NAF, wing/group, and squadron/detachment flight examiners have priority on aircraft of their respective unit over examiners (equal or higher echelon) of another PACAF NAF, wing/group, squadron/detachment. When the number of ACMs exceeds the seating capacity of the crew compartment, the CCC advises the air terminal operations center at the earliest possible time. The CCC will in turn coordinate with the passenger reservation activity so seats not previously assigned to duty passengers or emergency leaves can be used. Aircraft Readiness Center (ARC) ACMs have priority on their unit aircraft. ACMs have priority over space available passengers. The CCC verifies that ACM authorization has been issued by the proper approval authority, attaches a copy of the ACM authorization to the flight clearance, and assigns ACM personnel to missions according to the instructions contained in their travel orders.

A6.4.9. Each ACM performing crew duties requires a passenger oxygen kit (POK) or an oxygen mask connected to an available regulator. Otherwise, ACMs may be carried only if the flight is conducted below FL 250 and fuel is sufficient to fly to a suitable field from any en route point at or below 10,000 feet MSL.

A6.4.10. For an example of ACM Request Letter, see [Attachment 8 \(Added\)](#), para [A8.4](#).

Attachment 7 (Added)

INSTRUCTIONS FOR COMPLETING HHQ REPORT INPUT SHEETS

A7.1. Quarterly ARM Training Report: Contact HQ PACAF/DOTT, 449-8987 for EXCEL input worksheet. The worksheet must be used in conjunction with the following instructions in **Table A7.1.**:

Table A7.1. Quarterly ARM Training Report Instructions.

COLUMN	FIELD	DEFINITION
Column A	UNIT	Self explanatory
Column B	POS#	Enter data off of UMD/UMPR
Column C	AUTH GRD	Enter data off of UMD/UMPR
Column D	ASG GRD	Enter members grade
Column E	NAME	Self Explanatory
Column F	SKILL LVL	Enter members skill level
Column G	TNG START DATE	Enter the date the member entered upgrade training to either 3/5/7 level training
Column H	TNG CODE	See AFI 36-2201 Attachment 4
Column I	MAX TNG DT	Enter the date the member must complete 3/5/7 level training by according to the CFETP paragraph 6.2,6.3 and 6.6
Column J	3-LVL SCHL	Enter Yes if completed / If waived identify in remarks
Column K	5-LVL CDC	Enter Yes if completed
Column L	7-LVL CDC	Enter Yes if completed
Column M	7-LVL SCHL	Enter Yes if completed
Column N	ARMS CBT	Enter initial completion date. Recurring training will override last training date
Column O	BROWSER CBT	Enter initial completion date. Recurring training will override last training date
Column P	SARM	Enter graduation date from a MAJCOM formal training course. Recurring training will override last training date
Column Q	HARM	Enter graduation date from a MAJCOM formal training course. Recurring training will override last training date
Column R	BROWSER	Enter graduation date from a MAJCOM formal training course. Recurring training will override last training date
Column S	OSM MGR	Enter graduation date from a MAJCOM formal training course. Recurring training will override last training date
Column T	CHARM	Enter graduation date from a USAF approved formal training course. Recurring training will override last training date
Column U	SEI	Enter either yes or no (SEI 066 for CHARM Qualified)
Column V	ANNUAL SEI CERT	Enter date last accomplished
Column W	REMARKS	Self explanatory

NOTE: Do not modify the cells of this worksheet as input from all PACAF bases must be compiled into a single worksheet prior to forwarding to USAF/XOOT.

A7.2. Hours/Sorties Per Crew Per Month: Units will capture HCM and SMC data using standardized oracle browser provided by HQ PACAF/DOTT on active duty pilots assigned to API-1, API-6, and API-8 positions. Wings will consolidate unit HCM and SMC data by weapon system and API category and forward results to HQ PACAF/DOTT by the 5TH day of the month following the end of the month (e.g., the Jan report is due 5 Feb). All reports will be defined by month and submitted in the following format:

A7.2.1. Pilots: Total number of normal (N-coded) pilots assigned to that designated API during the month (broken out by experienced and inexperienced pilots for fighter aircraft, IAW AFI 11-2 Fighter MDS, Vol. 1; and, by aircraft commander (AC) and copilot (CP) for multi-place aircraft). Do not include other coded pilots, such as, retired, separated, PCS, TDY, inbound and new record. Only include pilots assigned and N-coded during the entire month.

A7.2.2. Hours: Total number of hours flown (to include primary, secondary, instructor, evaluator, and other time) during the month for the designated API (N-coded only).

A7.2.3. HCM: Average number of hours flown per pilot per month. (Example: for F-15C API-1 Exp, 457.9 hours flown/37 pilots=12.4 HCM.)

A7.2.4. Sorties: Total number of sorties flown during that month for the designated API (N-coded only).

A7.2.5. SCM: Average number of sorties flown per pilot per month. (Example: for F-15C API-1, 303 sorties flown/37 pilots= 10.3 SCM.)

A7.2.6. HCM/SCM data will be reported for all aircrafts assigned to PACAF: Information will be reported separately for each weapon system and include data for all combat coded (ca and cc) units.

A7.3. Quarterly General Officer Flying Hour Information Report: The Wing HARM office will submit a Quarterly GO Flying Hour Information Report via email to HQ PACAF/DOTT, Aviation Resource Management section, by the 7th of the month following each calendar quarter.

A7.3.1. **Quarterly General Officer Flying Hour Information Report Format:** The report will include the following:

A7.3.1.1. Name/position.

A7.3.1.2. Primary Aircraft/aircrew status.

A7.3.1.3. Flight Authorization Duty Codes.

A7.3.1.4. Aircrew Position Indicator Code/Aviation Service Code.

A7.3.1.5. Total flight hours/sorties in all MDS flown by flight time category.

Attachment 8 (Added)**APPLICATION FORMATS FOR LETTERS OF REQUEST**

A8.1. Attachment for Flying. Individuals requesting flying attachment to a unit other than their assigned unit, will submit a formal request using the following format templates.

A8.1.1. Attachment for Flying Format (page 1) next page.

DD MMM YYYY

MEMORANDUM FOR XX Unit of Assignment/CC
 XX Requested Unit of Attachment/CC
 XX Requested Unit of Attachment/OG
 HQ PACAF/DOT

FROM: *"Individual's Office Symbol"*

SUBJECT: Attachment for Flying

1. IAW the provisions of AFI 11-401, and PACAF Supplement 1, I request attachment for flying to the unit listed below. In support of this request, the following information is provided:

- | | |
|-------------------------------------|-----------------------------------|
| a. Name (Last, First, MI): | i. Assigned Duty Position Title |
| b. Rank: | j. Assigned Duty Position Number: |
| c. SSAN: | k. API Code: |
| d. ASD: | l. Aircraft Last Qualified in: |
| e. ASC: | m. Date Last Flown: |
| f. Aeronautical Rating: | n. Requested Unit of Attachment: |
| g. Expected Duration of Assignment: | o. Unit POC: |
| h. DOS/ETS: | p. Phone: |

2. The indicated unit has agreed to support my flying requirements and the POC for this decision is listed above. My individual flight record folder will be maintained by the HARM at the base of attachment (per approved HQ UASF/XOOT waiver). The requested unit of attachment will be responsible for tracking my aircrew training data, and flying hours, for the purposes of report generation. Once approved, the original request will be maintained by HQ PACAF/DOTT, however, copies will be provided to the appropriate Wing HARM, and the Unit of Attachment.

XXXXXXXXXXXXXXXXXX

Signature block of individual

A8.1.2. Attachment for Flying (page 2).

Attachment for Flying for *Individual's grade and name* Date: _____

1st Ind, ____ CC (*Requested unit of attachment*)

Recommend Approval/Disapproval

XXXXXXXXXXXXXXXXXXXX

Commander, _____ Squadron

2nd Ind, ____ OG (*Attached Group*)

Recommend Approval/Disapproval

XXXXXXXXXXXXXXXXXXXX

Commander, ____ Operations Group

3rd Ind, HQ PACAF/DOT

Recommend Approval/Disapproval

XXXXXXXXXXXXXXXXXXXX

Chief, Air Operations Divisions

Final Ind, HQ PACAF/DO

Approved/Disapproved

XXXXXXXXXXXXXXXXXXXX

Director of Air and Space Operations

A8.2. Application for PACAF Orientation/Familiarization Flight.

A8.2.1. Example Application Format (Page 1):

DD MMM YY

MEMORANDUM FOR Unit Owning Aircraft/CC

FROM: Unit requesting Orientation/Familiarization Flight

SUBJECT: Request for Familiarization Flight – General John Doe

1. Request your assistance in gaining approval for an F-16 familiarization flight for General Doe, John, Republic of Korea Army, who serves as Deputy Commander, Combined Forces Command and Commander, Ground Component Command. Specific date for the flight is to be determined, but we understand Gen Doe would like to fly during the month of Mar 03.

2. Justification: A familiarization flight for Gen Doe would serve two main purposes. First, familiarization flight would provide Gen Doe with greater insights into the application of airpower and airpower's capabilities to support the ground scheme of maneuver. Second, a familiarization flight would offer a valuable opportunity to strengthen our ties with our coalition partner.

3. I understand you have appointed a POC in the XXth Fighter Squadron. My POC is Major Orville Wright, DSN 123-4567. Thanks much.

<<Signed>>

BILLY C. MITCHELL

Colonel, USAF

Director of Operations

A8.2.2. Application Format (Page 2):

1st Ind, Unit Owning Aircraft/CC
MEMORANDUM FOR WING/CC
Recommend Approval.

<<Signed>>

HENRY H. ARNOLD
Colonel, USAF
Commander, XX Operations Group

2nd Ind to Unit requesting Orien/Fam Flight, DD MMM YY, Request for Familiarization Flight - General Doe, John.

FROM: XX FW/CC

MEMORANDUM FOR Unit requesting Orien/Fam Flight

Familiarization Flight Approved.

<<Signed>>

WILLIAM BAGINSKI
Brigadier General, USAF
Commander, XX Fighter Wing

A8.3. Application for Mission Essential Personnel (MEGP) Status.

A8.3.1. Example Application Format:

DD MMM YYYY

MEMORANDUM FOR RECORD

FROM: XX OG/CC

SUBJECT: Mission Essential Ground Personnel (MEPG) Approval

1. IAW the provisions of AFI 11-401, and PACAF Supplement 1, Attachment A6, I hereby approve MEGP status for TSgt John D. Doe, SSAN 123-45-6789 on (aircraft number or mission number, exercise or contingency name) for or between (duration, i.e., 22-27 June 2003). TSgt Doe's presence on board the aircraft is required to (specific reasons for being on the aircraft).

2. With the concurrence of the aircraft commander and seats permitting, TSgt Doe may be seated on the flight deck/crew compartment during takeoff and landing, to include touch-and-go landings. Simulated emergencies, to include no-flap landings, are prohibited. The aircrew is responsible to include TSgt Doe on a DD Form 2131 and provide force protection measures (anti-hijacking) screening when passenger service is not available.

XXXXXXXXXXXXXXXXXXXX

Signature block of OG/CC

A8.4. Application for Additional Crewmember (ACM) Status.

A8.4.1. Application Format:

DD MMM YYYY

MEMORANDUM FOR RECORD

FROM: XX UNIT/CC

SUBJECT: Additional Crew Member (ACM) Approval

1. IAW the provisions of AFI 11-401, and PACAF Supplement 1, Attachment A6, I hereby approve ACM status for TSgt John D. Doe, SSAN 123-45-6789, a qualified C-141 Loadmaster, on (aircraft number or mission number, exercise or contingency name) for or between (duration, i.e., 22-27 June 2003). TSgt Doe's presence on board the aircraft is required to (specific reasons for being on the aircraft).

2. TSgt Doe is not entitled to log primary flying time unless performing a crew duty. The CCC will coordinate with the air terminal operations centers as early as possible to ensure that space is available. TSgt Doe will report to the appropriate command and control facility for accountability.

XXXXXXXXXXXXXXXXXXXX

DAVID A. DEPTULA, Maj Gen, USAF

Director Air and Space Operations

DAVID A. DEPTULA, Major General, USAF
Director of Air and Space Operations